

Date: June 17, 2009

External Transfer Procedures:

- I. Admissions Office (Carla Overton) evaluates the transcript in consultation with the chair/program director and enters courses into Banner.
- II. Chair/program director performs degree audit.
- III. Chair/program director/advisor initiates the transfer audit forms if and only if substitutions and/or waivers are proposed.
- IV. Completed and signed forms are put in the student's file. Copies are given to the student and to the Records Office.

Internal Transfer Procedures:

- I. Student goes to the new chair/program director with an unofficial transcript from Banner before formally changing major.
- II. Chair/program director/advisor performs degree audit.
- III. Student formally changes major if he/she wishes to do so.
- IV. Former department forwards the student's file (or a copy) to the new department.
- V. The new chair/program director/advisor initiates the transfer audit forms if and only if substitutions and/or waivers are proposed.
- VI. Completed and signed forms are put in the student's file. Copies are given to the student and to the Records Office.