

## CAMPUS TRANSFER POLICY

Policy for transferring from the campus to which a student was assigned upon College admission.

Students are admitted to either the Tucson or Phoenix campus with the expectation that they will attend classes, examinations, and course-related discussion sessions on their assigned campus. Classroom size, configuration of learning technologies and faculty support prevent routine changes in campus and make a policy governing transfers to the alternate campus a necessity. A separate policy governs requests for occasional attendance at classes, activities, and exams outside the student's assigned campus.

### **Policy:**

It is the policy for students to attend classes on the campus to which they are assigned upon College admission. The College is aware that in certain instances a transfer may improve the academic success of a student. For a transfer to be granted, the following resources must be available: sufficient classroom space, laboratory equipment, and staffing. A written request must be submitted by the end of an academic school year (**May 1<sup>st</sup>**) for the following academic year. Transfers to an alternate campus will be considered under extenuating circumstances and will be the exception, not the norm. Students will be permitted one campus transfer only.

### **Process for seeking permission:**

To assure a good learning experience, students are expected to follow these procedures for approval of transfer to an alternate campus by May 1st of the academic year prior to academic year of requested transfer:

- Submit a written request to the Office of Student Services, which will then be forwarded to the Academic Progression Committee. The written statement must address:
  - a) The challenges the student faces by remaining at the current campus
  - b) The benefit of the transfer to the student
  - c) The understanding that this is a permanent transfer and that the student is aware of campus-dictated differences and financial impact on tuition/fees by changing campuses.
- If resources allow the ability for a student to transfer and the request is approved, it is the responsibility of the Office of Student Services to submit a Change of Campus form to the University, change the student's UAccess record, and notify course coordinators of the campus change.
- It is the responsibility of the student to contact the Office of Student Services on the new campus for campus access, security badge, rules and regulations. It is also the responsibility of the student to secure housing and parking at the new location.