



Internal Transfers and Restricted Curricula

No. 6350

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Policy Owner:
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Affected Parties:
Undergraduate
Graduate
Faculty
Staff
Other

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1.0 Purpose

Because some colleges and departments in the University seek to restrict the admission of internal transfer students from other departments or colleges in the University, this policy is designed to assure that such restrictions are considered and approved in the university's governance and that, once approved, information about the restrictions is made available to students.

2.0 Policy

Colleges and/or departments may seek approval to restrict entry into their disciplines. Requests for restrictions must be proposed by the department and forwarded to the college curricula committee. The proposal must include rationale for the restrictions and supporting documentation as well as a letter of support from the college dean. If approved, the request is forwarded to the Commission of Undergraduate Studies and Policies (CUSP) for recommendation to the University Provost. Approval by the University Provost may be for a period of no less than one year and no more than five years.

A statement should appear in the Undergraduate Course Catalog advising students of the possible restriction of access to all colleges/department as internal transfers.

Because some students who are not admitted into a restricted major still attempt to obtain that degree by completing the degree requirements, and advising and monitoring of progress toward a degree in a major can only be done adequately by an academic advisor in that major, it is required that before the senior year, with a minimum of 30 semester hours before graduation, students be enrolled in the major in which a degree is to be awarded. Students seeking a double major must also be accepted into the second major by the academic department before the second major is awarded.

3.0 Procedures

Colleges/departments/schools that wish to restrict internal transfers or to restrict the total number of students in their program must do the following:

1. They shall submit a proposal for doing so, to be approved as follows: approval by the department/program/school; approval by the college curriculum committee, particularly with regard to the impact of this restriction on other college programs; approval by the College Dean, particularly with regard to the issue of resource allocation; 15-day review; approval by Commission on Undergraduate Studies and Policies (CUSP), particularly with regard to the impact of this restriction on other university programs; approval by the provost.



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2. The proposal shall conform to the following format:
 - a. Context: Describe trends in enrollment, explain what is to be restricted, state whether there are minors that are appropriate if students are not eligible for a restricted enrollment, and discuss questions of resources. This should be accompanied by a letter of endorsement from the Dean(s) of the department/program's college(s) which specifically addresses the relevant resource problems.
 - b. Rationale: What is the reason these restrictions are being requested?
 - c. Criteria for Enrollment: What are the criteria a student must meet in order to gain entry to this program, and what is the rationale for these criteria? Who shall decide if a student is to be enrolled? This should be accompanied by any forms a student is to file.
 - d. Other Programs Affected: What other programs are affected by this request? Have they been involved or consulted? This should be accompanied by letters of support.
 - e. Method of Communication to Students: How will students find out that this program is restricted, what the criteria for enrollment are, and how one applies for enrollment?
 - f. Contingency: How does the program plan to deal with possible elasticity of supply and demand?
 - g. Dates: This should include the date which the policy is to go into effect, and approximate date(s) during the academic year when applications are both due and considered, and

All colleges/departments given permission to restrict internal transfers should be listed in the Timetable of Classes.

A statement should appear in the Timetable of Classes advising students as to which colleges/departments are currently permitted to restrict access by internal transfer, together with the names of contact persons (within restricted programs) who can supply details about restrictions and enrollment procedures.

Any change in the restrictions originally approved shall also be submitted for approval in the manner outlined in 1 and 2 above.

Every restricted program shall be required by the provost to justify the continuation of those restrictions every four years; this justification shall be submitted for approval in the manner outlined in 1 and 2 above.

4.0 Definitions

5.0 References

[Policy Memorandum No. 40, "Policy Pertaining to Internal Transfers of Students"](#)

6.0 Approval and Revisions

Approved January 9, 1990, by University Registrar, Wanda Dean.

Reviewed August 22, 1990, by Vice Provost for Academic Affairs, James F. Wolfe. No changes.



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- Revision 1
 - Section 2. Revised process whereby colleges and/or departments may seek approval to restrict entry into disciplines.
 - Section 5. Added item 3.

Approved January 12, 1999, by Vice Provost for Academic Affairs, David R. Ford.

- Revision 2

Section 2. Removed reference to common census date for applications for internal transfers.

Approved April 17, 2002 by Vice Provost for Academic Affairs, David R. Ford.

- Revision 3
 - Technical update to incorporate PPM 115 into Section 3.0 (and retired PPM 115).
 - Removed reference to PPM 77: Enrollment for Degree and removed from Section 5.0 since PPM 77 has been retired.

Approved November 16, 2022 by University Registrar, Rick Sparks.