

Policy number: 404

Subject/Title: Transfer of students between The University of Texas School of Public Health campuses

Effective Date: September 4, 2003

Policy Statement: Transfers will be approved only for those students who are in good academic standing at the time of the request. In the case of a student who wishes to transfer from the Houston campus to a regional campus, the Regional Dean at that campus has the final decision regarding whether the student can be accommodated.

Temporary transfers

Temporary transfers may be warranted for 1-2 semesters when the student must change residences or wishes to do research work with a particular faculty member at a different campus. For example, a medical student in a dual MD/MPH degree program may need to relocate for a period of time in order to complete a clinical rotation. If the clinical rotation is in a city where there is an SPH regional campus, the student would be able to continue his/her SPH course work through the regional campus. At the end of the period, the student would return to the “home” campus and complete the degree program.

Permanent transfers

The student who wishes to transfer permanently to another SPH campus should send a letter requesting admission to that campus to the Assistant Dean of Academic Affairs and Student Services. This letter should fully explain the need for change in location. The student must be in good academic standing in the school in order to apply for transfer.

Admission to the “new” campus would also depend on several factors, including the success in identifying a new advisor from that campus and meeting the admissions requirements of the campus and/or academic unit to which they wish to transfer. The request for transfer (including other necessary documents) would be presented to the Admissions Committee by the Assistant Dean of Academic Affairs and Student Services.

Reason for Policy: Students are admitted to a specific campus, and permanent transfers between campuses are rare and generally discouraged. However, transfers will be appropriate in certain cases on a temporary or permanent basis, especially if those transfers will contribute to a student’s thesis or dissertation research.

Definitions: N/A

Scope and Audience: All UTSPH students

Responsibilities and Procedures:

Process for temporary transfer

1. Student submits a letter of request (see details below) to the Assistant Dean of Academic Affairs and Student Services. This letter should be endorsed by the student's advisor via a signature line at the bottom of the letter.
2. Student should submit copies of the letter to: all members of the student's advisory committee, Regional Campus Dean, and the Assistant Dean of Academic Affairs and Student Services.

The letter from the student requesting the transfer should include the reason for the request and the time period to be spent at the second campus. If approved, a memorandum will be generated by the Assistant Dean of Academic Affairs and Student Services and will state the specific period of time that the student will be residing in the alternate site. Copies of the approval will be sent to all persons listed on the request.

Process for permanent transfer

1. Student submits the following documents to the Assistant Dean of Academic Affairs and Student Services:
 - Letter of request explaining the reason for transfer
 - A fully signed Request for Permanent Transfer Between Campuses form (download from [Student Forms](#) website)
 - A letter of support from a newly identified advisor at the campus to which the student wishes to transfer
2. Student should submit copies of the letter of request to: all members of the student's advisory committee, Regional Campus Dean, and the Assistant Dean of Academic Affairs and Student Services.

If the transfer is approved, a formal change from the current advisor to an advisor at the new location will involve submission of a Changing the Advisor form (download from the [Student Forms](#) website). Signatures and submission information are included on the form.

Related Policies, Forms and Information: Request for Permanent/Temporary Campus Transfer form; Change of Advisor Request form (download from the [Student Forms](#) website)

History: Approved by Academic Council: August 1, 2003
Endorsed by Executive Council: September 4, 2003

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