

MSSW PROGRAM
INTRA COLLEGE TRANSFER REQUEST

Date: _____

Student's Name: _____

UT ID# _____

Date of Enrollment: _____

Program (FT, ES, AS): _____

Number of semesters in attendance: _____

Number of credit hours earned: _____

Expected semester of transfer: _____

Passing all courses: Yes No Passing field: Yes No Not yet in field

Number of Incompletes: _____

Courses with grade of D or lower: _____

Current GPA: _____

Reason for transfer request: _____

Requesting transfer from: Knoxville Nashville Online

To: Knoxville Nashville Online

Approval Signatures:

MSSW Program Director at Current Campus: _____

Date: _____

MSSW Program Director at Requested Campus: _____

Date: _____

Procedures for requesting intra college transfer: Any enrolled student who wishes to transfer from one campus to another must have approval to do so from both MSSW Program Directors. The approval procedures are outlined below. (Please note that intra college transfers are not automatic.)

1. The student should first consult with his/her major professor to discuss a possible transfer and then complete and forward an intra college transfer request to the MSSW Program Director at the current campus.
2. If the current MSSW Program Director approves the transfer s/he will sign and forward the request to the MSSW Program Director at the desired campus.
3. The MSSW Program Director at the desired campus will evaluate the request on the basis of the rationale for the transfer and availability of space. If s/he approves the transfer, s/he will sign the request and will forward the approved request to the student. S/he will also forward copies of the approved request to the current MSSW Program Director as well as field coordinators and records personnel for the College and for both campuses. **Field Coordinators at both campuses should be notified immediately.**