

THE UNIVERSITY OF TENNESSEE COLLEGE OF SOCIAL WORK  
INTRA COLLEGE TRANSFER REQUEST

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

ID#: \_\_\_\_\_

Date of Enrollment: \_\_\_\_\_

Status of Enrollment:

Extended/Part-time Study \_\_\_\_\_

Full-time \_\_\_\_\_

Advanced Standing \_\_\_\_\_

Number of semesters in attendance: \_\_\_\_\_

Number of credit hours earned: \_\_\_\_\_

Expected date of transfer: \_\_\_\_\_

Current academic status:

Passing all courses: Yes \_\_\_\_\_ No \_\_\_\_\_

Courses failed, if any: \_\_\_\_\_

Passing Field: Yes \_\_\_\_\_ No \_\_\_\_\_ N/A--Not yet in Field \_\_\_\_\_

Number of Incompletes: \_\_\_\_\_

Courses with grade of D or under: \_\_\_\_\_

Reason(s) for requesting transfer:

Requesting transfer from \_\_\_\_\_ to \_\_\_\_\_

Approval Signature of Associate Dean at Current Campus

Date

Approval Signature of Associate Dean at Requested Campus

Date

cc: Associate Dean and Senior Recorder at Current Campus

Associate Dean and Senior Recorder at Requested Campus

Administrative Services Assistant, Office of MSSW Admissions and Student Records, Knoxville

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 the associate deans of both campuses involved in the transfer. The approval procedures are outlined below. (Please note that intra college transfers are not automatic.)

1. The student should first consult with his/her adviser to discuss a possible transfer and, with the adviser's assistance, complete and forward an intra college transfer request to his/her current associate dean.
2. If the current associate dean approves the transfer s/he will sign and forward the request to the associate dean at the desired campus.
3. The associate dean at the desired campus will evaluate the request on the basis of the rationale for the transfer and the 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 associate dean as well as field coordinators and records personnel for the College and for both campuses. **Field Coordinators at both campuses should be notified immediately.**