

Policy: Occupational Program Transfers**Date Revised: 09-01-17****Cross Reference: N/A****Number: 808.04****Supersedes: J-06****Issued: 05-21-86**

Student transfers should be handled according to the following guidelines:

1. An enrolled student considering or requesting a transfer, regardless of the reason(s), must receive the benefit of a counseling process with a student advisor. A student reassigned from one occupational program to another, or from full-time academic status to an occupational program, will be treated as a new student.
2. Documentation will be maintained at each step in this process.
3. If it is necessary to remove a student from school, recommendation should be made by the Dean of Students and approved by the President.
4. For initial placement into a new program, the student advisor will make the appropriate recommendation.