

**Policy number:** 404

**Subject/Title:** Transfer of students between UTHealth 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 a UTHealth School of Public Health campus, the student would be able to continue their UTHealth School of Public Health coursework at the regional campus. At the end of the period, the student would return to their “home” campus and complete the degree program.

Permanent transfers

The student who wishes to transfer permanently to another UTHealth School of Public Health campus should send a letter requesting admission to that campus to the Director of Academic Affairs. 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 Director of Academic Affairs.

**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 UTHealth School of Public Health students

**Responsibilities and Procedures:**

Process for temporary transfer

Student submits a Request for Permanent/Temporary Campus Transfer form (downloaded from [Student Forms](#) webpage) to the Office of Academic Affairs and Student Services. If approved, a memorandum will be generated by the Director of Academic Affairs 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

Student submits a fully signed Request for Permanent/Temporary Campus Transfer form (downloaded from [Student Forms](#) webpage).

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](#) page). Signatures and submission information are included on the form. Information will be shared with the UTHealth Office of the Registrar and Bursar notifying them of the students campus transfer.

**Related Policies, Forms and Information:** Request for Permanent/Temporary Campus Transfer and Change of Advisor Request forms can be found on the [Student Forms](#) webpage.

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

**Responsible Office/Contact Information:** Office of Academic Affairs and Student Services  
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