

Departmental Transfer Guidelines

Departmental Transfers are mass registration changes that facilitate the moving of a group of students to a different section of the same course for the same term or part of term (course dates that fall within a particular term but do not run the full length of the term). The department requests this change, not the student. Departmental transfers should be used when there is a change being made to the section of the course (for example, time/day the course is changed, section of a course is split into multiple sections, section is being canceled). The department is responsible for:

- Notifying affected students of the change to their schedules and to obtain consent.
- Checking time conflicts before requesting that students be moved.

Departmental transfers may be used to add/drop students in mass for the following reasons:

- Changes in time/day of the course.
- Changes to the modality of the course (i.e., from online to on campus). This may result in a fee being assessed to the student if the student is moved to an online section. Not all students wish to be switched from online to on campus (or vice versa), so please give them the option to drop, select a different course if needed, or be transferred.
- Changes resulting from capacity issues (ex: low enrollment necessitates a section being cancelled or high enrollment results in adding another section or changing day/time to accommodate more students).

Departmental transfers cannot be used:

- When credit hours are not equivalent.*
- When the sections have different start and/or end dates.*
- When course numbers (or prefixes) are different (transfers must be to and from the same course).
- For individual schedule changes. Students must fill out the appropriate scheduling form or make scheduling changes online after getting the necessary overrides.
- For sponsored international students who register for an online course and need to be moved to an on campus course later. They need to fill out a scheduling form or add/drop online. Sponsored international students must have permission of their sponsoring agency in order to register for online courses.

*These are not permissible because there may be a tuition differential and/or financial aid (federal or state aid, veterans benefits, etc.) implications.

To submit a departmental transfer request, log into Argos and run the following report:

- *ISU.Registration and Records.External.Departmental Tools.Departmental Transfer.Departmental Transfer*
- Email the report to ISU-ORR@mail.indstate.edu or fax it to 812-237-8039.