



Rush University, College of Nursing

Application for Transfer Form

Policy:

1. A NursingCAS application must be completed when an enrolled student wishes to change their program concentration and/or degree.
2. The application for transfer procedure must be completed. The enrolled student must upload the completed Application for Transfer Form to their new NursingCAS application. The transfer must be approved; there is no guarantee of movement from one program to another.
3. Program Director in the proposed concentration/degree determines the necessary requirements for the review process.
4. The Registrar processes changes at the end of each term.
5. Change is official as of the start of the new term if student accepted into the proposed major/concentration.
6. If permission is granted and as space permits, **students will only be allowed to transfer to an already matriculating cohort of students.**

Procedure:

- | | |
|--------------------------------------|---|
| Student | 1. Meets with current advisor to discuss change. |
| Student and Advisor | 2. Student completes new NursingCAS application
3. Completes Section 1 of the Application for Transfer form with appropriate signatures
4. Student uploads section 1 of the Application for Transfer Form to the documents section of their NursingCAS application. |
| Admissions Office | 5. Sends completed NursingCAS application to proposed Program Director. |
| Program Director of proposed program | 6. Determines whether transfer is approved or denied.
7. Completes Section 2 of the form and emails completed Application for Transfer form document to College of Nursing Admissions.
8. Assigns advisor if the student is accepted for transfer. |
| Admissions Office | 9. Uploads completed and signed Application for Transfer form to student's NursingCAS application.
10. Notifies student and Program Coordinator whether transfer is approved or denied. |
| Program Coordinator | 11. If approved, completes electronic Office of the Registrar Change of Program Form.
12. Adds completed form to student's file.
13. Emails copy of completed Change of Program Form to <ul style="list-style-type: none">• Current Advisor• New Advisor• Previous Program Director• New Program Director• Registrar's Office |
| Student | 14. Submits any additional required documents to the Program Coordinator of the new concentration/degree by date specified. |

Section 2

Decision to transfer to new program: Admit Deny

New Area of

Concentration/Degree Exit: _____

New Advisor Name

Date

Signature

New Program Director Name

Date

Signature

Effective Start Term:

Spring Summer Fall

Year:

Submit completed and signed form to:

CON_Admissions@rush.edu &
Program Coordinator

Distribution:

cc:

Registrar's Office
Student File
Current Advisor
New Advisor
Previous Program Director
New Program Director