

INTERNAL TRANSFER CHECKLIST

(Completed by sending to *dean's office*)

Complete the following checklist on behalf of the student requesting an internal transfer, attach it to the Internal Transfer Request Form, and forward with other appropriate materials to the receiving center.

1. Check the one following description that best describes the enrollment status of the student. You must attach all relevant documentation for that description.

- ☐ There is no current enrollment and all study evaluations/outcomes have been completed.
 - Print off and attach all fully processed DocPak documents for the student. This includes evaluations, outcomes and learning contracts.
 - If a student has enrollment history that is pre-DocPak, provide copies of all pre-DocPak evaluations/outcomes. Contact the Office of the Registrar if you need assistance in getting copies of historical, paper only documents.
- ☐ Current enrollment is ended. Evaluation/outcome information and/or learning contract information for all terms is not completed.
 - Print off and attach all fully processed DocPak documents for the student. This includes evaluations, outcomes and learning contracts.
 - If a student has enrollment history that is pre-DocPak, provide copies of all pre-DocPak evaluations/outcomes. Contact the Office of the Registrar if you need assistance in getting copies of historical, paper only documents.
 - For all missing outcomes, evaluations or learning contracts, please attach a statement signed by the dean regarding the status of all incomplete items and what the center has done/will do to rectify the situation.
- ☐ Student is currently enrolled; end date is _____.
 - Print off and attach all fully processed DocPak documents for the student. This includes evaluations, outcomes and learning contracts.
 - If a student has enrollment history that is pre-DocPak, provide copies of all pre-DocPak evaluations/outcomes. Contact the Office of the Registrar if you need assistance in getting copies of historical, paper only documents.
 - For all missing outcomes, evaluations or learning contracts, please attach a statement signed by the dean regarding the status of all incomplete items and what the center has done/will do to rectify the situation.

2. All of the following items on checklist must be attached and forwarded to the receiving center.

- ☐ Academic Summary Report (X412 report print out from Datatel)
- ☐ Part II of Application for Admission
- ☐ Assessment and CBE information (partial or full portfolio, degree program, rationale, official documentation of advanced standing, CBE essays and recommendations, and placement information for items in progress)
- ☐ Copies of Assessment Review Committee decisions
- ☐ Documents related to student grievances/appeals if applicable
- ☐ Copies of academic warning and dismissal letters if applicable
- ☐ Primary mentor's summary of student's performance and any other pertinent information

3. Immunization status of the student:

- ☐ Student is transferring to the Center for Distance Learning, this is not applicable.
- ☐ Student has filed all required immunization information with Admissions.
- ☐ Student has not filed all required immunization information with Admissions (Immunization and/or meningitis hold on the X412, Academic Summary Report).

4. Status of Educational Planning Study is (must select one):

- ☐ Student has not enrolled in Educational Planning.
- ☐ Student is currently enrolled in Educational Planning and the term is not yet over.
- ☐ Student has an Incomplete in Educational Planning.
- ☐ Student has NC in Educational Planning.
- ☐ Student has successfully completed Educational Planning and has FC or a letter grade awarding credit.

5. Status of degree program is:

- ☐ Degree program *has been concurred by the Office of College Assessment Services (OCAS). Send a copy of the concurred portfolio packet.*
- ☐ **Full portfolio** has been submitted to the current home (sending center) assessment office, review is in progress. (Review and OCAR concurrence in that case should normally be done through sending center. A copy of the portfolio packet would be sent to the receiving center upon concurrence.)
- ☐ **Partial portfolio** has been submitted to the current home (sending center) assessment office, CBEs and other documents are in progress.
 - ☐ Student will complete portfolio through sending center. Materials will be forwarded to receiving center as soon as processing is completed for in-progress items.
 - Enrollment at receiving center may be limited until materials are received.
 - Any conditional approvals or special contingencies attached to this student's work with the college will be specified, communicated to the student, and included with the materials forwarded.
 - If sending center is reviewing and concurring the portfolio, send an e-mail request to NotesDPCoach@esc.edu so that both centers maintain access to the student's assessment records.
 - ☐ Student will complete portfolio through receiving center and partial portfolio is being forwarded to receiving center.
- ☐ **No portfolio has been submitted.** Student will complete all portfolio activities with the receiving center.

6. Student's SAP status is (must select one):

- ☐ Satisfactory
- ☐ SAP warning letter has been issued
- ☐ Student has been SAP dismissed
- ☐ Student has been SAP dismissed and reinstated
- ☐ Other, explain

7. Student's G.P.A. status is (must select one):

- ☐ Satisfactory
- ☐ G.P.A. warning letter has been issued
- ☐ Student has been G.P.A. dismissed
- ☐ Not applicable, student has selected the narrative-only grading option for all studies
- ☐ Other, explain

Dean's office designee/representative

Date

Copy to student.