Intra-University Transfer Process

1. Students wanting to transfer into a Doisy College of Health Sciences or School of Nursing program must meet with the department they wish to transfer into before meeting with a Medical Center Academic Advisor.
   a. Note: This is only true for Doisy and Nursing programs. For example, Arts & Sciences does not require a meeting.

2. After the student meets with the department, then they meet with the corresponding Medical Center Academic Advisor.
   a. Please call the Student Success Center – Medical Center front desk to schedule the appointment. (314) 977-8992
   b. During the appointment, the student will fill out an Intra-University Transfer form.

3. The Intra-University Transfer form is sent from the Student Success Center – Medical Center to the department and Dean of the College/School for approval.
   a. Sometimes departments decide they need the student’s current semester final grades before they can approve the transfer.
      i. When the IU is deferred and the department sends the form back to the Dean’s Office: The student will be notified that the IU has been deferred. The student will need to submit another IU form after final grades are recorded.
      ii. When the IU is deferred, but the department keeps the form: The department may decide to keep the original IU form until after final grades are recorded. They will then make their decision and return it to the Dean’s Office. In this case, the student does not need to submit another IU form. The process moves on to step 4.

4. An email stating the decision will be sent to the student from the Dean’s Office. The Student Success Center and department will also be included on the email.
   a. When the IU is denied: The student will be notified by the Student Success Center that the IU has been denied.

5. When the transfer is approved: The Student Success Center will send a Curricular Update form to the Registrar so the student’s record can be updated.

6. The Student Success Center will also send a “Welcome” email to the student. The email contains information about how to find out who their new Academic Advisor and Faculty Mentor are.
   a. Note: During Pre-Registration, the new Medical Center Academic Advisor will also send the student an email with information concerning pre-registration.