

**SOUTHWEST TENNESSEE COMMUNITY COLLEGE****SUBJECT:** Academic Program/ Department Transfer**EFFECTIVE DATE:** July 1, 2000; Revised March 14, 2013; February 9, 2023**Purpose**

The purpose of this policy is to establish guidelines for the transfer of any academic program or department within an academic division to another department or division within Southwest Tennessee Community College (“Southwest” or “the College”).

**Policy**

This policy applies to the transfer of any academic program or department (within the academic divisions) between departments or divisions.

1. Final determination of a program or departmental transfer rests with the President.
2. Before final determination of any program or department transfer occurs, the deans, department chairs, and the affected faculty in the programs or departments (those in the program or department to be transferred and those in the department to which the program or department will be transferred) will be consulted about the program transfer being considered.
  - A. The Vice President of Academic Affairs will provide the deans, department chairs, and the affected faculty with opportunities to discuss the implications of the planned transfer before it occurs.
  - B. The Vice President of Academic Affairs will solicit suggestions from the deans, department chairs, and the affected faculty to anticipate and reduce difficulties in the program transfer, and to help ensure a smooth transition. Concerns of both students and faculty should be considered.
3. Before final determination of any program or department transfer occurs, all appropriate academic units will be informed of the planned transfer and the reasons supporting it. These groups will be invited to offer comments or recommendations. The recommendations shall be forwarded to the Vice President of Academic Affairs who will then forward the recommendations to the President.

**Responsible**  
**Source of Policy:**     n/a    

**Administrator:** VP of Academic Affairs

**TBR Policy Reference:** \_\_\_\_\_

**Related Policy:** \_\_\_\_\_

**TBR Guideline Reference:** \_\_\_\_\_

**Approved:** \_\_\_\_\_  
**President**

**Date:**     February 9, 2023