

**SOUTHWEST TENNESSEE COMMUNITY COLLEGE**

**SUBJECT:** Academic Program / Department Transfer

**EFFECTIVE DATE:** July 1, 2000; Revised: March 14, 2013

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

1. Final determination of any program/department transfer rests with the President of the College.
2. Before final determination of any program/department transfer occurs, the deans, the department chairs and the affected faculty in the programs/departments (those in the program/department to be transferred and those in the department to which the program/department will be transferred) will be consulted about the program transfer being considered.
  - A. The Provost/Executive Vice President for 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 Provost/Executive Vice President for 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/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. These recommendations shall be forwarded to the Provost/ Executive Vice President for Academic Affairs who will then forward the recommendations to the President of the College.