



# National University of Health Sciences General Policies

Title: **Transfer of Students Between  
National University of Health Sciences  
Campuses**

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Date(s) Revised: 11/4/11, 11/03/23

President

Date

11/03/23

## POLICY STATEMENT

National University of Health Sciences (NUHS) is committed to providing an optimum learning environment for all students at both sites.

Transfer requests between the Illinois and Florida sites will be determined on an individual basis through the offices of the respective Deans with final approval by the President or his/her designee.

Students who wish to transfer to a different site must do so between phases of the program. Students must also be in good academic standing with a minimum CGPA of 2.5. Those seeking a transfer should initiate the request through the Dean of the College of Professional Studies of their home site, providing a "letter of request for transfer" and all necessary documentation in a time frame for the appropriate parties to review all documentation. Application for, and submission of documentation does not guarantee approval for the immediately following trimester. While the university deliberates each request to ensure the greatest possibility for overall academic success, additional considerations may play a significant role in the approval or denial of the transfer request. Considerations of space availability, physical resources, and human resources may contribute partially or wholly to the outcome of the transfer request.

Students who wish to transfer to a different site before the completion of a phase *or* who are not in good academic standing with a minimum CGPA of 2.5 may apply for transfer with sufficient evidence of extenuating circumstances. Evidence of such extenuating circumstances may be submitted through the Dean of the College of Professional Studies of their home site, providing a "letter of request for transfer" and all necessary documentation in a time frame for the appropriate parties to review all documentation. Application for, and submission of documentation does not guarantee approval for the immediately following trimester.

Students who wish to transfer to a different site before the completion of a phase *or* who are not in good academic standing with a minimum CGPA of 2.5 must have completed at least one trimester as a full-time student before submitting a "letter of request for transfer" and all necessary documentation.

The Dean of the College of Professional Studies decision is not appealable. However, applications may be re-submitted in subsequent trimesters or in the event that a student returns to good academic standing.

It should be noted, due to considerations of space availability, physical resources, and human resources, students with extenuating circumstances may be approved to transfer between sites only once during their academic program of study. Transferring away from the initial, home campus does not guarantee the ability to transfer back.

Relocating for Clinical Internship locations is not considered as a transfer.