

Knox College – Policies & Procedures

Policy: **Transfer of Program**

Applies to: BD students

Approval & Responsible Individual: Faculty

Reference information:

Policy

It is the policy of Knox College that if a Basic Degree student wishes to transfer from one degree program to another program there is a process. A fee will be charged to the student at the time of the request.

Process

The student will make a request in writing to transfer from one program of study to another program of study. The request will be sent to the Director of Academic Programs. At the time of the written request a fee of \$50.00 will be charged to the student making the request.

The Director of Academic Programs will take the request to the BD Advisory Committee and then to the Faculty for approval.

Note: No fee will be charged if the transfer of degree program is initiated by the Faculty of Knox College.