

**Sept. 2019**

**UNIVERSITY OF UTAH**

**Approved by Dr. Margaret Toscano, Department Chair, World Languages and Cultures**

In the case of a student moving from service area of one university to another university, the following procedure must be followed:

In the case that a student's family is moving and wishes to transfer the same Bridge Program course from one university to the University of Utah:

2-4 weeks before requesting to transfer: The student must send a formal email to current and new instructors and CE Coordinators to request help to transfer from one site to another within the Utah Bridge Program. The goal is to plan ahead in order for instruction and learning to be seamless. The student should request that the current and new instructors help with this transition through coordinated work.

- Email all of the following individuals, listed below, and CC Jill Landes-Lee, Bridge Program director ([jill.landes-lee@utah.edu](mailto:jill.landes-lee@utah.edu)) to request to transfer between sites and to request help to plan ahead for instruction and grades to shift to the new high school.
  - The *current* university Bridge Program instructor
  - The *current* high school Concurrent Enrollment (CE) Coordinator
  - The *new/incoming* university Bridge Program instructor
  - The *new/incoming* high school CE Coordinator.
- Both current and new university instructors should speak on the phone and agree to the handoff and the transfer of course work and grades.
- Enroll and Register at the UofU: The new/incoming high school CE Coordinator may help facilitate the process and ensure the student enrolls at the UofU and registers for the correct course. The CE Coordinator will contact the Office of Continuing Education, Tracey Arlen ([tracey.arlen@utah.edu](mailto:tracey.arlen@utah.edu)).
- Withdraw from the exiting university: Additionally, the student must contact the university they are withdrawing from to request a *withdraw for non-academic reasons*. If the student does not formally withdraw, a failing grade will be recorded on the transcript of the exiting university.



**Sept. 2019**

**Approved by Trish Baker, Steve Pugmire  
Utah Valley University**

### Transfer to UVU

In the case of a student moving from service area of one university to another university, the following procedure must be followed:

In the case that a student's family is moving and wishes to transfer the same Bridge Program course from one university to the University of Utah:

2-4 weeks before requesting to transfer: The student must send a formal email to current and new instructors and CE Coordinators to request help to transfer from one site to another within the Utah Bridge Program. The goal is to plan ahead in order for instruction and learning to be seamless. The student should request that the current and new instructors help with this transition through coordinated work.

The student needs to communicate with their current university Bridge Program instructor and the high school Concurrent Enrollment Coordinator, and with the new/incoming high school site university Bridge instructor and CE Coordinator. The student requests their help to transfer from one site to another within the same course in order for instruction and learning to be seamless. The student may request that the current and new instructors help with this transition through coordinated work.

- Email all of the following individuals, listed below, and CC Jill Landes-Lee, Bridge Program director ([jill.landes-lee@utah.edu](mailto:jill.landes-lee@utah.edu)) to request to transfer between sites and to request help to plan ahead for instruction and grades to shift to the new high school.
  - The *current* university Bridge Program instructor
  - The *current* high school Concurrent Enrollment (CE) Coordinator
  - The *new/incoming* university Bridge Program instructor
  - The *new/incoming* high school CE Coordinator.
- Both current and new university instructors should speak on the phone and agree to the handoff and the transfer of course work and grades.
- Enroll and Register at UVU: The new/incoming high school CE Coordinator may help facilitate the process and ensure the student enrolls at the UofU and registers for the correct course. The CE Coordinator will contact Sandra Ozuna [ozunasa@uvu.edu](mailto:ozunasa@uvu.edu), UVU Registrar to make the change in UVU's system.
- Withdraw from the exiting university: Additionally, the student must contact the university they are withdrawing from to request a *withdraw for non-academic reasons*. If the student does not formally withdraw, a failing grade will be recorded on the transcript of the exiting university. To do this, contact Jill Landes-Lee, Bridge Program Director at [jill.landes-lee@utah.edu](mailto:jill.landes-lee@utah.edu).

