**Request to Transfer Academic Unit from one Organizational Unit to Another**

Please complete all fields. Boxes may be expanded to accommodate longer responses. Clarifying field descriptions can be found below.

**University:**

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| **Name of Academic Unit:**  |
| **Organizational Unit from which the academic unit is being transferred:**The name of the department/college or unit that currently administers the unit being transferred. |
| **Organizational Unit to which the academic unit is being transferred:**The name of the department/college or unit that, following transfer, will primarily administer the academic program. |
| **Geographic Site from which the unit is being transferred:**The physical site (campus, extended campus, etc.) or modality where the academic unit is currently located or administered. |
| **Geographic Site to which the unit is being transferred:**If applicable, the physical site (campus, extended campus, etc.) or modality where, following transfer, the academic unit will be primarily located or administered. |
| **Proposed Inception Term:**The term and year in which the unit transfer will be effective. |
| **Brief Description:**A short outline of the activities that the academic unit performs. Please include, as applicable, a list of the degree and certificate programs that the unit offers with estimates of the number of students served; an outline of research activities; public service and other significant activities. |
| **Reason for Transferring the Unit:**Please briefly explain why the academic unit is being transferred. |
| **Resources**If applicable, please provide information about significant personnel, infrastructure or resource changes associated with the transfer of the unit, and an estimate of the related costs or savings. |