

TRANSFER CREDIT

In some instances, work done in other institutions may be counted toward the degree. Hours only, not grades, may be transferred from other institutions. Please see the Summary of Master's Requirements and the Summary of Doctoral Requirements in Section III for transfer credit information specific to the type of graduate program.

If transfer credit is to be considered, the following stipulations must be present:

- All credit offered in transfer must have been taken at an accredited graduate school and not have been used to complete the requirements for a degree.
- All credit to be transferred must fall within the time limit for the degree/certificate.
- The student must have earned at least a grade of B (3.0) (or the equivalent) on all transfer credit.
- The credit must be recorded on an official transcript placed on file with the Graduate School.
- All credit must be approved both by the Graduate Program Director in the student's academic program and by the Dean of the Graduate School.
- Transfer credit must be necessary to meet specific degree requirements.

Quarter-hours do not transfer as semester hours. A fraction of an hour of credit will not be transferred. See equivalent samples below:

- 2 quarter hours transfer as 1 semester hour.
- 3-4 quarter hours transfer as 2 semester hours.
- 5 quarter hours transfer as 3 semester hours.
- 6-7 quarter hours transfer as 4 semester hours.
- 8 quarter hours transfer as 5 semester hours.
- 9-10 quarter hours transfer as 6 semester hours.

Upon recommendation by the student's academic program, the Graduate School reviews requests for courses to be transferred for credit toward a graduate degree. Such work must represent graduate-level courses relevant to the degree being sought, with course content and level of instruction resulting in student competencies at least equivalent to those of currently enrolled students as determined by the academic program. Students seeking transfer credit should be prepared to submit a syllabus to their academic program.