



## Graduate Council Policy Committee

### Policy Tracking Form

This form is to be used by the Graduate Council Policy Committee to request additions, changes, or deletions of graduate education policies.

Routing: Routing: 1) Graduate Council Policy Committee recommends policy; 2) Policy is widely disseminated to deans, college coordinators, chairs, program directors, graduate staff and graduate faculty listservs, as well as being located on the Graduate Council website for review and comment; 3) Policy Committee submits to Faculty Senate Steering Committee for approval; 4) Faculty Senate Steering Committee submits to Faculty Senate, if appropriate; 5) the Faculty Senate submits to the Provost for approval.

This committee examines existing policies and procedures and recommends new policies and procedures with regard to graduate education, including but not limited to policies and procedures affecting admissions, academic progress, and financial support for graduate students. Approved policies are added to the graduate catalog for the next academic year.

Use one form for each policy request:  new  modification  deletion

Policy Reference No.: \_\_\_\_\_ Year Submitted: \_\_\_\_\_

Intent of Policy:

Version: \_\_\_\_\_  Final: \_\_\_\_\_  Draft: \_\_\_\_\_

Date sent to Faculty Senate Steering Committee: \_\_\_\_\_

Policy Statement:

Formal implementation plan: *(indicate who this policy applies to, when it will take effect, how exceptions would be made, and for how long)*

### Approval Signatures

Graduate Council Policy Committee: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Senate Steering Committee: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Senate:  clarification of policy only \_\_\_\_\_ Date: \_\_\_\_\_

Academic Affairs: \_\_\_\_\_ Date: \_\_\_\_\_

# UCF Transfer of Credit Policy for Degree Programs

Policy: 09-4

## **General Policy:**

Graduate transfer credits consist of hours completed at a regionally accredited institution (including UCF) or recognized international institution. Hours are eligible for transfer only if they meet the following criteria:

- Only graduate-level or higher courses may be accepted as transfer credits.
- Only courses with a grade of "B-" or higher may be transferred into a program of study.
- Only hours that are no more than seven years old may be transferred, unless part of an earned graduate degree.
- Only formal coursework hours, but not thesis or research hours, may be accepted as transfer credits.

The acceptance of transfer credits must be approved by the program director of the degree program; graduate programs may stipulate additional constraints.

At the discretion of the program, up to all of the hours taken to fulfill an earned graduate certificate can be used toward a graduate degree within the same or closely-related discipline.

Graduate degree programs are permitted to accept up to nine hours (more may apply for some accelerated programs) of graduate-level coursework taken by a student while in undergraduate status at UCF. UCF undergraduates who meet departmental eligibility requirements may enroll as Senior Scholars in UCF graduate courses. In certain circumstances, these credits may be used toward both their undergraduate degree and, upon admission to a UCF graduate program, as transfer credits toward a graduate degree. Certain graduate programs do not allow transfer of credits if the hours have been used for an undergraduate degree. It is imperative that students obtain advisement from the graduate program director of the specific program prior to registering in graduate-level courses. Undergraduates must also consult their undergraduate adviser to ensure that registration in graduate-level course work will meet their bachelor's degree requirements. Tuition and fees for graduate-level courses are different from undergraduate courses, and it is the student's responsibility to consult with the [Office of Student Financial Assistance](http://finaid.ucf.edu/) (<http://finaid.ucf.edu/>) regarding adjustments that might be needed for Bright Futures and other scholarship funding.

## **Transfer of credit toward a Master's degree:**

No more than a combined total of nine semester credit hours may be transferred into a master's program of study, with the sole exceptions being for credits taken to fulfill an earned UCF graduate certificate, from UCF doctoral programs within the same discipline, and as part of accelerated bachelor's/master's programs.

All transfer credits toward a master's degree should be finalized by the end of the second term of program enrollment (based on full time enrollment), and must be finalized by the end of the term prior to the term of expected graduation.

Policies governing standard transfer circumstances:

- Work taken as a graduate student at recognized international institutions. Students with international transfer credit may be required to obtain a WES evaluation.
- Work taken while in graduate status at UCF. The nine semester credit hour transfer limit applies to any combination of the following graduate credits taken at UCF: coursework taken as a UCF undergraduate; coursework taken while in nondegree status; coursework taken as part of a graduate certificate program at UCF; coursework taken as part of another graduate degree earned at UCF; and coursework taken while in graduate status in another program at UCF where a degree was not earned, including a doctoral program in a different discipline.

For those students who have completed graduate-level courses while enrolled in a UCF doctoral program within the same discipline where a degree was not awarded, transfer credit is NOT limited to 9 hours; credit for more than 9 hours is at the discretion of the program and requires approval of the Appeals Committee. All other general transfer credit policies apply.

- Work taken as a Traveling Scholar. Students who wish to take graduate course work elsewhere while enrolled as a student at UCF must apply and be accepted as a Traveling Scholar. Graduate credits earned as a Traveling Scholar are considered "in-program" credits that are earned at UCF and are applicable to the program of study without being subject to the nine-hour transfer limit. Consult the section on Traveling Scholars in the *Graduate Catalog* for more information.

**Transfer of credit toward a Doctoral degree:**

For students in doctoral programs that require a master's degree for admission, all credits taken to fulfill an earned UCF graduate certificate OR up to a combined total of nine semester credit hours may be transferred into their doctoral program of study.

For students in doctoral programs that do not require a master's degree for admission, all credits taken to fulfill an earned UCF graduate certificate OR up to a combined total of nine semester credit hours may be transferred into their doctoral program of study. IN ADDITION, students admitted with an earned master's degree from a regionally accredited institution or recognized foreign institution may incorporate credits from that earned degree into their program of study as follows. If the master's degree was earned in the same or a closely-related area of study, 30 hours of their doctoral program requirements may be waived. Alternatively, programs may transfer up to 30 credit hours from any earned master's

degree, provided they conduct a course-by-course review. Transfer credits are constrained by the criteria outlined in the above General Policy section of this Transfer Credit policy.

In no case may the sum of all transfer and waived credits exceed 50% of the total degree requirements of any doctoral degree.

All transfer credits toward a Doctoral degree should be finalized by the end of the third major (Fall/Spring) term of program enrollment (based on full time enrollment), and must be finalized prior to the change to candidacy status.