



**Graduate School Transfer and Acceptance of
Graduate Credit Policy**

Responsible Official: Provost

Responsible Office: Graduate Studies

Policy Purpose

The purpose of this policy is to specify conditions for transfer and acceptance of credit into an ETSU graduate certificate or degree program.

Policy Statement

The Dean of the Graduate School must approve all transfers of graduate credit.

I. Petitioning for Transfer of Graduate Credits.

A student may petition for graduate credit to be transferred from: (1) another ETSU graduate program; (2) a regionally accredited U.S. institution; or (3) approved international institutions. A student must have earned a grade of "B" (or equivalent) or higher in the requested transfer credits. A grade of "B-" or lower will not transfer. Credits from a previously awarded graduate degree cannot be transferred.

- A. The Graduate Program Coordinator or designee will determine the amount of credit permitted to transfer towards a specific degree program or certificate.
- B. For master's or doctoral degree programs, or certificate programs of eighteen (18) or more credits, a maximum of fifty percent (50%) of all credits may be transferred. For certificate programs with fewer than eighteen credits (18), a maximum of nine (9) credits may be transferred. Students may transfer a maximum of nine (9) ETSU credits earned in non-degree seeking status into a graduate program.
- C. Transfer of credit may not be initiated after Census of the graduation semester.
- D. Official transcripts must be received by the 7th week of the graduation term, unless the course is taken in the graduation term. If courses are taken in the graduation term, official transcripts must be received by the administrative degree conferral deadline as defined by the Registrar's Office.

- E. Credit earned prior to the degree time limitations will not be approved for transfer and transfer credit cannot be revalidated if it later exceeds the Matriculation Limits.

II. Nontransferable Credits.

The following credits cannot be transferred:

- A. Credit from a completed degree program;
- B. Extension or continuing education credits; and
- C. Credit earned at international institutions may not be transferred, unless a petition to transfer international credit is reviewed using a course-to-course or, as appropriate, a block evaluation and approved by the graduate program coordinator and the Dean of the Graduate School.

III. Specific Articulation Agreements.

Some graduate certificates have Articulation Agreements for transfer of credit into degree programs. These Articulation Agreements are identified in the graduate catalog in certificate curriculum. Students currently enrolled in a master's program or doctoral program may not be enrolled concurrently in a certificate that duplicates their work in a master's or doctoral program concentration.

Authority: SACSCOC Position Statement for Transfer of Academic Credit; Focus Act, Tenn. Code Ann. § 49-8-203, et. seq.

Defined Terms

A defined term has a special meaning within the context of this policy

Articulation Agreements: Plans of specified transfer credit from one program (typically a certificate) into another. Articulation Agreements are approved in the curriculum process.

Census: The Census date as reflected in the ETSU Official Academic Calendar.

Graduation Term: The semester and academic year in which the student intends to graduate (e.g. Fall 2020).

Matriculation Limits

Matriculation Limits are time limit as defined by the Graduate School Policy on Graduate Degree and Certificate Requirements.

Policy History

Effective Date: March 24, 2017

Revision Date: January 22, 2019
June 30, 2021

Procedures

I. Petitioning for Transfer of Credits.

- A. To petition for the transfer of credits already taken, a student:
 - 1. fills out the Application for Transfer of Graduate Credit Form; and
 - 2. submits the form and applicable supporting documentation to the graduate program coordinator.
- B. To petition for the pre-approval of credits to be taken, a student:
 - 1. fills out the Application for Transfer of Graduate Credit Form; and
 - 2. submits the form and applicable supporting documentation to the graduate program coordinator.
- C. The graduate program coordinator reviews the request and documentation and makes a recommendation to the Dean of the Graduate School.
- D. The Dean of the Graduate School, or designee, approves or denies the request.

II. Credit Evaluation.

The graduate program coordinator evaluates credits requested for transfer with respect to content, learning outcomes, and credits. Prior to approving transfer credit, the graduate program coordinator may request the student submit supporting documentation (e.g., syllabus).

Procedure History

Effective Date: March 24, 2017

Revision Date: January 22, 2019
June 30, 2021

Related Form(s)

[Application for transfer of graduate credit](#)

Scope and Applicability

Primary: Academics
Secondary: Students