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

Policy Statement

A. The Dean of the School of Graduate Studies must approve all transfers of graduate credit.
B. Students may petition for a maximum of nine (9) semester credits of graduate credit to be transferred from ETSU or other regionally accredited U.S. and approved international institutions, if grades of “B” (or equivalent) or higher were earned (“B-” grades do not transfer.) For certificate programs with fewer than 18 credits, a maximum of six (6) credits may be transferred.
C. Transfer of credit may not be initiated after the graduation intent deadline, and official transcripts must be received by the midpoint of the graduation term.
D. The degree program time limit (matriculation limit) will begin with the registration date of the first course applied to the degree requirements, including transferred courses. 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.
E. The following credits cannot be transferred:
   1. Credit from a completed degree program
   2. Extension or continuing education hours
F. Credit earned at international institutions may not be transferred unless a petition to transfer international credit is reviewed using a course-to-course evaluation and approved by the department and graduate dean.
G. Some graduate certificates have specific 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

Definitions
In order to award credit, courses requested for transfer will be evaluated with respect to content, learning outcomes, and credits. Students may be required to submit documentation (e.g., syllabus) prior to transfer credit being approved.

- Students petitioning for credit will
  - fill out the Application for Transfer of Graduate Credit Form.
  - submit the form and applicable documentation to the graduate program coordinator
- The graduate program coordinator reviews the request and documentation and makes a recommendation to the Dean, School of Graduate Studies.
- The Dean of the School of Graduate Studies, or designee, approves or denies the request.