

TRANSFER OF CREDIT

Four general factors affect the transferability of credits: the subject matter, the course grade & level, the timeframe in which the credits were earned and the institution where the credits were earned. Graduate coursework already applied to an awarded credential cannot be applied towards a degree of the same level or less (i.e. credit from a previously earned master's degree cannot be applied to a new masters or certificate program).

Subject Matter

Transfer credit must be earned in a similar academic discipline to the program to which it is being applied.

Course Grades & Level

Coursework with a grade of B or higher can be considered for transfer. Grades of B- can be considered if the overall graduate GPA is B (3.0) or higher. Courses graded pass/fail will not be considered unless the transferring institution confirms that a passing grade is equivalent to a B or higher. Only graduate-level credit can transfer towards graduate certificates and degrees.

Timeframe

Credit must have been earned within a five-year period preceding the request for transfer of individual courses. Exceptions to this regulation may be made only by petition with specific justification by the college, school, or department to the Senior Vice Provost for Research and Graduate Education.

Transferring Institution

Domestic Institutions

Credit will be considered for courses taken at institutions that are accredited by an agency recognized by the U.S. Department of Education. Credits that meet the subject matter requirements will be considered on a course-by-course basis when earned at an institution lacking regional accreditation. Institutions that have been granted official candidacy status by a regional accrediting association will be accorded like treatment to those that are fully accredited.

Foreign Institutions

Credit will be considered for courses taken at foreign institutions that are formally recognized as an institution of higher education by a given country's Ministry of Education. The same general parameters apply for course content and grades as they do for U.S. credit consideration.

Credit for Prior Learning

Workplace Learning & Credentials

Prior learning assessment of work-based credentials and education programs, defined as an industry credential, technical certificate, or professional license. Prior learning assessment must be applicable to the academic program to which the student has applied. To assess workplace learning and credentials for college credit, the University will require a copy of the credential/license/certificate, a syllabus or equivalent from the program, and instructor credentials. Workplace learning will be assessed by DU faculty and does not require standard grades to be reported. Students can be awarded up to 10 credits towards their program through workplace learning & credentials.

Non-credit programs & Continuing Education

Credit may be awarded for non-credit programs, including continuing education courses, taught at DU or other higher education institutions. To award academic credit for non-credit courses, the content must align with a specific course or courses (excluding topics courses, independent study, and independent research) in the program in which the student is seeking credit. In addition to confirming completion of the non-credit course (transcript or certification will be required), the student must complete the final assessment for the credit-bearing course(s) they are seeking credit for (assessments include final exam, final paper, or portfolio). Completion of the non-credit course alone is not sufficient to award credit.

Transfer of Credit for Certificate and Master's Programs

Transfer credit towards certificate and master's programs is limited to 25% of the minimum number of credits required for the credential. Some programs may have more restrictive limits.

Transfer of Credit for Educational Specialist Programs

Transfer credit toward an Educational Specialist (EdS) degree is limited to a maximum of 15 quarter hours. Credits may be transferred from a previous earned master's degree or from previous graduate coursework not earned toward a degree. All credits requested for transfer must be applicable toward the EdS degree and approved on a course-by-course basis by the department chair.

Transfer of Credit for Doctoral Programs

With approval from the student's advisor and the chairperson of the department, doctoral students may reduce the required hours for a doctoral degree by up to 45 hours with an earned master's degree.

Fifteen additional quarter hours may be allowed to be transferred provided the credits have been earned after the master's degree was awarded, and it does not conflict with the doctoral residency requirement that requires enrollment at the University of Denver in at least six quarters (four semesters), including at least two consecutive quarters (one semester) of full-time attendance.

Note: Some graduate programs may have more stringent policies regarding transfer credit. Contact the unit for details.

Exceptions

- Morgridge College of Education: Students must complete 90-quarter hours in addition to a master's degree for the PhD program, excluding the PhD in Counseling Psychology and the PhD in School Psychology.
- English: Students must complete 90-quarter hours in addition to a master's degree for the doctoral program.
- GSSW: An MSW (or equivalent) plus 75 credits are required for completion of the PhD program in Social Work. The MSSW and MSSA are equivalent to the MSW.
- DU/Iliff Joint PhD: Students must complete 90-quarter hours in addition to a master's degree for the PhD program.

Transfer of Credit by Continuing Students

Approval

Continuing students must receive approval in advance for transfer credit.

Concurrent Registration

Students may not enroll at the University of Denver and other institutions concurrently without prior permission.

Determination of Quarter Hour Equivalent Value Assigned

University transfer credit hour values are based on the credit hour value assigned by the originating institution. If the academic calendar of the originating institution is other than the quarter system, the appropriate conversion of the assessed credit hours of coursework will take place based on the calendar of the originating institution and the formula for converting them to quarter credit hours. While semester hours are multiplied by 1.5 to convert them to quarter hours, other formulae are used for the conversion when the originating institution is not on a standard quarter/semester calendar. Conversion of the assessed credit hours from institutions on calendars other than a quarter calendar may result in conversions other than whole quarter credits (e.g., 3 semester credits is the equivalent of 4.5 quarter credits); conversions are not rounded up or down.

Requests for Transfer

Students must request official transcripts be delivered directly from transferring institutions to the Office of the Registrar. All transcripts must be received in an official sealed envelope or through a secure electronic sending agency. Transfer credit will not be awarded without an official transcript.

The request for the transfer should be made prior to or during the first quarter of attendance as a University of Denver graduate student. Students should work with their graduate program to submit the transfer credit form (found on the OGE website) to the Office of Graduate Education.

Note: Students in the Sturm College of Law and the College of Professional Studies should work directly with their college to submit transfer credit requests.