

# TRANSFER OF CREDIT

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## Criteria

- The student must initiate in writing the request for transfer of credit through the program of study and is responsible for seeing that the transfer of credit is requested prior to the beginning of the first term but not later than the end of the first term. Transfer of credit requests for course work taken from another institution during the University of Denver's program of study needs to be submitted in the returning quarter and no later than the preceding term in which the student wishes to graduate.
- The student is responsible for seeing that the transfer of credit is posted on the DU transcript and that the department, appropriate student services office of the college, school, or department and the Office of Graduate Education have approved the request.
- Graduate coursework and credit hours already applied toward a degree received from the University of Denver or another institution cannot be accepted as transfer credit towards another graduate degree of the same level or less. Graduate credit earned and not applied towards a degree may be eligible for transfer of credit to a University of Denver degree.
- An official transcript must be on file in the Office of the Registrar.
- The transfer credit must have been earned as graduate credit at a regionally accredited institution offering a graduate degree program in a similar field for which the student is currently seeking a degree. Transfer credit is approved on a course-by-course basis, unless it is a blanket transfer of credit hours for a doctoral program from a previously earned master's degree.
- The 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 Vice Provost for Research and Graduate Education.
- Coursework with a "B-" grade may be requested to be transferred, providing the average of all graduate transfer coursework is "B" or better. If only one course is to be transferred, the grade must be "B" or better (a grade of "B-" or lower is unacceptable).
- Courses taken on a pass/fail basis are not acceptable for transfer, unless the instructor provides a class syllabus and the student provides proof from the institution that a "Pass" is equivalent to a "B" or better.
- Transfer credit is not included in the computation of the grade point average for the current degree.

## Coursework Taken Prior to Enrollment at the University of Denver

Credits earned prior to enrollment in a degree program at the University of Denver may be transferred to meet degree requirements at the University of Denver in accordance with the transfer of credit policy and for students entering the University without a previous graduate degree or students entering a University of Denver doctoral program with a master's degree. The request for the transfer must be made prior to or during the first quarter of attendance as a University of Denver degree-seeking student.

## Coursework Taken After Enrollment at the University of Denver

If the credit to be transferred is earned while the student is already enrolled in a degree program at the University of Denver, the student may transfer graduate credit earned from a regionally accredited institution to meet degree requirements at the University of Denver in accordance with the transfer of credit policy.

- The student must initiate in writing a request for approval of outside coursework prior to enrolling in the course. The written request, which is submitted to the college, school or department, should include the name of the institution where the course will be taken, the course title, number of credit hours, course description, and the student's reasons for requesting outside credit.
- The student is responsible for seeing that the Office of Graduate Education has given preliminary approval for the request prior to enrollment. A final review and approval may be granted upon the receipt of the student's final, official transcript from the transfer institution and/or study abroad institution. Retroactive transfer credit requests may not be approved.

## Transfer of Credit for a Master's Programs

Transfer credit toward a 45 credit hour master's degree is generally limited to 10 quarter hours, but some programs may have more restrictive limits. Some master's degree programs that require more than 45 credits may allow more than 10 credits to be transferred toward the degree. Contact the unit for details.

## Transfer of Credit for a 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 from a regionally accredited university.

The student must initiate in writing the request for posting the master's degree through the program of study. The student is responsible for seeing that the department, appropriate student services office of the college, school, or department and the Office of Graduate Education have approved the request.

An official transcript must be on file in the Office of the Registrar and must demonstrate that the student earned a "B" average or better in the master's degree program.

The student's University of Denver academic department must fill out the *Transfer of Credit Request* form and provide a statement stating that the student's master's degree is appropriate and that the student possesses an adequate background for the doctoral degree being sought.

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 Child, Family and 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*