I. Background and Purpose
   1.1 Presently Graduate students are allowed to transfer in up 15 credits toward their master’s degree. Graduate faculty believe this is too high a percentage of the entire number of credits required for a master’s degree.

II. Constraints
   2.1 None

III. Definitions
   3.1 see below

IV. Policy Statements
   4.1 An admitted Graduate student may transfer up to 9 credits, appropriate for the degree/major enrolled in, from other institutions regionally accredited to offer graduate programs.
   4.2 No credit below a grade of B will transfer.
   4.3 No credit will be allowed for graduate work completed more than ten years before the expected degree date, or work used to complete another degree.
   4.4 Graduate students who wish to transfer credit from another accredited institution must:
      4.4.1 Have an official transcript sent to the Graduate Studies Office.
      4.4.2 Complete a Transfer Credit Request form.
      4.4.3 Each course transferred must have approval of the graduate student's faculty advisor and department.
   4.5 Each course accepted as transfer will be recorded on the student’s official graduate transcript by the Graduate Studies Office.
   4.6 Transfer Credit Request forms are available in the Graduate Studies Office or via Graduate website.

V. Policy Procedures
   5.1 See above

VI. Compliance
   6.1 Approved by Graduate Council (4/15/11)
   6.2 No consequences
   6.3 No Required Reporting

VII. Attachments
   7.1 none