

**WSU GRADUATE SCHOOL
TRANSFER POLICY
(Updated for 2014-15)**

(from Graduate School's Policies and Procedures Manual, Ch. 6)

Courses Taken as a Graduate Student at Other Accredited Institutions of Higher Learning (Transfer Credit). Graded graduate-level course work (with a grade of B or higher) taken toward a master's degree at an accredited institution may be used toward a doctoral degree at WSU with the approval of the student's committee and the program director.

However, graded graduate-level course work (with a grade of B or higher) taken toward a completed master's degree at an accredited institution may NOT be used toward another master's degree at WSU. All other graded graduate-level course work (with a grade of B or higher) taken as a graduate student, but not taken towards a completed graduate degree, may be used toward a master's degree or a doctoral degree at WSU with the approval of the students committee and program director. ***In all transfer cases, the number of such credit hours is limited to no more than half of the total graded course credits required by the program that is listed on the Program of Study.*** None of this credit may be applied toward another advanced degree. Individual departments/programs may choose to limit transfer credits to an amount less than what is specified above.

Generally, the student should be admitted as a degree- or non-degree-seeking **graduate** student at the institution in which the course was taken. Any other enrollment status will be considered on a case-by-case basis as an exception to policy; however, coursework that has been used to meet the requirements of a baccalaureate or professional degree is not transferable.

A maximum of six graduate-level credits (with a grade of B or higher) taken at an accredited institution may be used toward a graduate certificate program requiring 30 or more credits with the approval of the program and the Dean of the Graduate School. Individual certificate programs requiring 30 or more credits may choose to limit transfer credits to an amount less than six.

Transfer credits are subject to the usual time restrictions for master's or doctoral degrees and certificates, and approval by the academic unit and the Graduate School. Credits cannot be more than six years old for a master's or certificate program and ten years old for a doctorate program at the time of graduation.

Transfer credit is requested formally by listing the courses on the Program of Study, obtaining committee member and chair approval, and submitting it to the Graduate School for review and approval; however, preliminary determination will be made earlier upon request to the Graduate School.

Students intending to request transfer credit for their Program of Study will need to

submit to the Graduate School all official transcripts from colleges or universities showing such credit. A catalog description of the course must be available (either in paper form or on the institution's website). In some cases the Graduate School may require a course syllabus. The institution from which the credits are being transferred must be accredited by a recognized accreditation association. The Graduate School will review all credit to determine eligibility for transfer.

Online coursework will be considered for transfer credit if it meets the transfer requirements stated in this policy. As with all transfer credit, Program faculty should screen and approve all courses from other colleges and universities before they are submitted to the Graduate School for transfer consideration. Pre-approval for the transfer of online courses will not be given; however, the Program and student may check with the Graduate School to determine if the online course is transferrable before it is taken.

The Dean of the Graduate School is the final authority in determining what constitutes accredited courses or schools, and in determining exceptions to this policy. Exceptions to this policy may be made by the Dean of the Graduate School on a case-by-case basis upon recommendation of the department or program. Substantial justification should be included in the exception to policy request for coursework that exceeds the maximum time limits noted for a graduate degree.

Limitations to this policy include the following:

- Extension courses, continuing education courses, special problems, special topics, thesis, workshops, and correspondence courses will not receive graduate transfer credit.
- Doctoral research credit may be transferable only under special written agreements with other universities as approved by WSU and the Dean of the Graduate School. For necessary interpretations, inquiries should be sent to the Dean of the Graduate School.
- Graduate credit from a non-accredited institution will not be accepted for transfer credit.
- Transfer credits allowed on a doctoral degree under special written agreements with other universities is subject to departmental recommendation and approval by the Dean of the Graduate School.