



## **Transfer of Credit for Graduate Programs**

Effective date: 9/1/04

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### **General Policy**

#### **Credit Hours**

Most master's degrees require a minimum of 30 hours of credit. A minimum of 15 graded credits used in compilation of the graduate GPA must be taken in residence at UVM. Consult individual program descriptions for exceptions. In programs that require a thesis, the number of credit hours earned in thesis research may vary between 6 (minimum) and 15 (maximum). Thesis credit is included as part of the 30-hour minimum. Consult individual programs for specific information. With the prior approval of their department and the Graduate College, students may apply one 100/200 level, 3 credit undergraduate course towards their graduate program. A student's Advisor must petition the Graduate College for approval before the student enrolls in the course. Consult individual programs for further limitations. Under no circumstances will a course numbered below 100 be applied to a master's program.

#### **Minimum Residence Requirements**

Candidates for the master's degree must satisfactorily complete 21 hours in residence. The residency requirement is completed by courses that are taken for graduate credit through UVM either in the academic year or summer on the main campus or at off-campus locations. At least 15 credit hours must be taken after the student has been admitted to the Graduate College. Some programs may require more than the above minimum hours in residence. Consult with the individual program.

#### **Credit Hours**

The degree of Doctor of Philosophy requires a minimum of 75 credit hours earned in courses and in dissertation research. A minimum of 15 hours in courses used in compilation of the grade-point average must be taken in residence at UVM. Consult individual programs for additional information. Generally, the first year of each doctoral program consists of required courses. With the prior approval of their department and the Graduate College, doctoral students may apply 2 100/200 level, 3 credit undergraduate courses towards their graduate program. A student's Advisor must petition the Graduate College for approval before the student enrolls in the course. Consult individual programs for further limitations. Under no circumstances will a course numbered below 100 be applied to a doctoral program.

#### **Minimum Residence Requirements**

Candidates for the doctoral degree must satisfactorily complete a minimum of 51 hours in residence. The residency requirement is completed by courses that are taken for graduate credit through UVM either in the academic year or summer on the main campus or at off-campus locations. At least 45 credit hours must be taken after the student has been admitted to the Graduate College. Some programs may require more than the above minimum hours in residence.

## **Transfer of Credit**

With approval of the program faculty and the Dean of the Graduate College, a limited number of graduate course credits acquired elsewhere, at UVM prior to admission, or by credit by examination may be included as part of a student's program of study. Credit by examination is earned by arranging through a program faculty member to take an examination that tests the student's skill and knowledge in a particular UVM course appropriate for inclusion in the student's degree program.

If a transfer of credit is approved, only the credit is transferred, not the grade.

Graduate credit earned at UVM after completion of the bachelor's degree, but prior to admission to a graduate program, is considered transfer of credit and is subject to the requirements and limits that follow.

*Approval of credit:* Approval of credit is granted by the graduate program based on the specific program requirements described in the Graduate College Catalogue, as well as (1) the number of credits requested, (2) the appropriateness of credit for inclusion in the degree program, and (3) the currency of the credit. These criteria are described below. Any exceptions must be approved by the program faculty and the Dean of the Graduate College.

*Number of credits:* Master's degree and Doctor of Education students are allowed 9 hours of transfer credit, and/or credit by examination and an additional 6 credits acquired from appropriate courses taken at UVM prior to admission to a degree program may also be transferred; Doctor of Philosophy students are allowed 24 credits and an additional 6 credits acquired from appropriate courses taken at UVM. This means that all master's students take at least 21 credits at UVM (at least 15 after admission); Doctor of Philosophy at least 51 credits (at least 45 after admission); and Doctor of Education at least 47 credits (at least 41 after admission). For master's programs that require more than 30 credits, program faculty may, in individual cases, allow more transfer credits. In all cases, students must take at least one half of their degree credits at UVM after admission and adhere to all requirements stipulated by the graduate program.

*Appropriateness of credit:* Transfer credit and credit by examination must be approved by the program faculty as appropriate for inclusion as part of the student's degree requirements. Credit cannot be awarded for (1) courses taken prior to completion of an undergraduate degree program, (2) courses that would not receive graduate credit if taken at UVM, (3) courses with a grade lower than B (3.0), (4) thesis or dissertation credits received at another institution, and (5) credit by examination given by another institution.

*Currency of credit:* Transfer credit and credit by examination must be taken within 7 years of completion of the master's degree and within 9 years of completion of the doctoral degree. Students wishing to apply for readmission to a program after deactivation must demonstrate currency of knowledge in the field of study to which they are applying. Currency of knowledge must be formally evaluated by the program faculty. In addition, the returning student must complete a program of study including at least 2 courses in the current program.

## **Concurrent Master's and Doctor of Philosophy Credit**

Up to 30 hours of course work for which graduate credit is earned at UVM in a master's degree program, whether a master's degree is received or not, may be applied toward a Ph.D. program. No provision is made for a person to employ the same credit to satisfy two master's degrees at UVM.



'Dummy Disciplines' for use in Transfer of Credit

GNRL – General, when you don't know what else to call it

LANG – Language, for languages we do not teach here

IHUM – Interdisciplinary humanities

IDSS – Interdisciplinary social sciences

ISCI – Interdisciplinary sciences

The coding for Transfer of Credit Course numbers have 3 positions. The first position should be a 2, 3 or 4 (depending on the level you want it to have); The second position can have any of the following values:

X – regularly taught course

S – Seminar

L – Lab

F – Field work

The third position is always an X, thus:

ENGLS 3SX = 300 level seminar in English

CHEM 4LX = 400 level Chemistry lab course

PSYC 2XX = 200 level Psychology course

ANTH 3FX = 300 level course in Anthropology