



TRANSFER OF GRADUATE CREDIT TOWARDS A GRADUATE DEGREEE

Guidelines

Appropriate graduate work earned at other institutions, subject to the approval of the director of the graduate program or chair of the major department and certification by the Graduate College, may be transferred to UTRGV for degree credit. Individual graduate degree programs may accept fewer hours or have additional requirements.

A course may be transferred only if:

1. Student is in a current graduate degree program and in good academic standing.
2. The course is equivalent to a graduate-level course at UTRGV or is appropriate for elective credit at the graduate level within the student's degree program; the grade for the course is not less than C; grades of C- are not transferrable.
3. The course was not taken at such a date that it would extend the student's time for achieving the degree beyond the approval limit for the graduate program (seven years for a master's program and 10 years for a doctoral program).
4. Courses have not been used toward another degree program.
5. Coursework earned on the quarter system is normally calculated at two-thirds of the credit for courses offered on a semesterly basis. Thus, a three credit-hour course taken on the quarter system may be transferred as no more than two credit hours.
6. UTRGV will not accept dissertation courses for transfer to fulfill the dissertation hour requirement for a degree.
7. Please email your completed and signed form to the Graduate College at gradcertification@utrgv.edu or deliver it to: MASS 1.158 (Edinburg) or Sabal Hall 1.202 (Brownsville).



STUDENT INFORMATION

It is required to attach transcript(s), the syllabus or course description, and evidence that the university where the course was taken is accredited.

COURSES TO BE TRANSFERRED

[illegible]

TRANSFER OF GRADUATE CREDIT TOWARDS GRADUATE DEGREE

Master's Degree

Doctoral Degree

If transfer courses will be substituted, please provide the justification in the section below:

JUSTIFICATION FOR SUBSTITUTION OF COURSES

APPROVALS

The courses requested for transfer do not exceed the time limit for completing the degree.

This degree program is _____ hours and the Graduate Coordinator or Director recommends approval of _____ transfer hours.

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|---|---------------------|----------------------------|---------|------------|
| _____ Program Coordinator/Director Signature | _____ Print Name | _____ Date (MM/DD/YYYY) | Approve | Disapprove |
| _____ Department Chair, Signature | _____ Print Name | _____ Date (MM/DD/YYYY) | Approve | Disapprove |
| _____ Dean, Signature | _____ Print Name | _____ Date (MM/DD/YYYY) | Approve | Disapprove |

GRADUATE COLLEGE

Based on the program's recommendation, I hereby Approve Deny the Request

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| _____ Dean, Graduate College, Signature | _____ Date (MM/DD/YYYY) |
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