



Eastern Kentucky University Policy and Regulation Library

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Chapter 5, Graduate Education

Section 5, Limits on Graduate Transfer Work

Approval Authority: Board of Regents

Responsible Executive: Provost

Responsible Office(s): Graduate School, Office of the Registrar

Effective: June 24, 2013

Last Revised:

Issued: January 6, 1979

Next Review Date:

Limits on Graduate Transfer Work

Policy Statement

A student may transfer from other regionally-accredited or professional graduate schools up to 12 hours of course work that has been accepted by his/her Master's or Specialist degree program without transferring in all graduate course work taken at that institution. Up to 15 hours of coursework may be transferred into graduate degree programs requiring 45 or more hours and up to 18 hours for graduate degree programs requiring more than 54 hours. Only the transferred work for the degree program will be used to calculate the overall grade point average. Any programs covered by an articulation agreement between Eastern Kentucky University (EKU) and other colleges or universities are excluded from the 12-hour transfer limit.

Official copies of transcripts must be submitted and evaluated before any transfer credit can be accepted. Certain courses submitted for transfer may not be considered equivalent to specified program requirements even though course titles are the same. Official requests for transfer of credits must be recommended by the student's advisor, the department chair, the college dean, and approved by the Office of Graduate Education and Research. Students who would like to enroll in courses at another institution while enrolled at EKU and expect to transfer credits to meet program requirements at EKU should obtain official approval prior to registration for the courses at the other institution. Official transcripts of approved transfer credits must be submitted to the Office of Graduate Education and Research within 60 days after the course has been completed. Transfer credits taken during the final semester of a program will delay graduation and certification approval until official transcripts have been received in the Graduate School Office. If transfer work is taken during the semester in which a student is to graduate with a degree, the official graduate school transcript must be received in EKU's Office of Graduate Education and Research within two (2) weeks of the end of the semester.

Credits earned at other institutions may be transferred only when grade points of "B" (3.0 on a 4.0 scale) or above has been earned. The credit-producing experience must be taught by a graduate faculty member with scholarly competence in the subject matter area to be considered

for transfer. Graduate credit for “special workshop courses” may be considered for transfer only when it can be clearly documented that the course in question meets Eastern Kentucky University’s graduate instructional standards and is clearly distinguishable from undergraduate work and from continuing education activities. Students on academic probation cannot take a course from another institution for the purpose of transferring the credit to their program.

Entities Affected

- Graduate Students
- Graduate School
- Office of the Registrar
- SOTO
- Colleges
- Departments

Interpreting Authority

Executive Vice President for Academic Affairs and Provost

Policy Adoption Review and Approval

Policy Revised

DATE

June 24, 2013

ENTITY

Executive Assistant to the Provost

ACTION

Editorial Revision to be consistent with the Catalog

Policy Issued

DATE

January 6, 1979
 December 4, 1978
 July 15, 1963

ENTITY

Board of Regents
 Faculty Senate
 EKU Faculty

ACTION

Adopted
 Approved
 Approved