

To: Dr. David Dalton, Chair  
Graduate Council  
From: Katherine Hall Hertel, Associate Dean Graduate Academic and Student Affairs  
Sandra Krause, Assistant Dean for Graduate Academic Services  
Date: December 6, 2021  
RE: Proposal for Transfer Credit Policy

We identified a need to distinguish between transfer credit guidelines for coursework completed at UNC Charlotte and coursework completed at other institutions. This proposal eliminates unnecessary obstacles and requirements to resolve transfer credit issues while protecting approval authority and maintaining academic quality and integrity.

Our process included;

- review of SACSCOC and UNC system compliance regulations
  - benchmark peer and aspirational institutions
  - review of complex transfer credit petition decisions made within the last 2 years
  - consult other units for feedback including the Graduate Policy Equity Audit Committee.
- This working group is charged with an examination of policies that could have differential impacts on graduate students including attention to (but not limited to): race and ethnicity, gender and gender identity, sexual orientation, socioeconomic status, language, culture, national origin, religion, age, (dis)ability status, and first-generation college student status.

Please take this proposal back to your faculty and graduate program director for discussion. We hope to take a vote on this when we return in February. If you have questions or would like to schedule a meeting please let us know.

**Proposal: Revise transfer credit policy**

**Location: Degree Requirements and Academic Policies/ Registration**

**Current:**

**Transfer Credit**

The student's Graduate Program Director is responsible for determining the applicability of transferred credits to graduate program requirements. See the appropriate "Degree Requirements" sections of this *Catalog* for program-specific policies. General rules governing transferred credit are:

1. To obtain approval to receive transfer credit, the student must submit a *Graduate Academic Petition for Transfer of Credit into a Graduate Degree Program*, available on the [Graduate School website under Current Students](#), approved by the Graduate Program Director, to the Graduate School. If the courses being transferred are from another institution, the student must include an **official** copy of the transcript along with the request, as well as valid course descriptions from that institution and a course map aligning the transfer courses with UNC Charlotte equivalent courses. **The University is not obligated to accept any courses for transfer credit.**
2. No more than twenty percent (20%) of the total credit hours required will be accepted for transfer into a master's degree program. Up to six (6) credit hours may be accepted for transfer in master's programs requiring 30 credit hours; up to 9 credit hours may be accepted for master's programs requiring 45 credit hours; up to 12 credit hours may be accepted for master's programs requiring 60 credit hours, and so forth. Partial/fractional credits are not awarded. The amount of transfer

credit that may be accepted into a doctoral program varies by degree type and program, but may not exceed 30 credit hours. See degree and program specific policies in this *Catalog*.

3. Undergraduate courses are not transferable for graduate credit.
4. Graduate courses that appear in the undergraduate section of a transcript are only transferable if the Registrar of the institution where the credit was received can verify in writing that the graduate courses in question were not counted toward the student's undergraduate degree requirements.\*
5. Courses which have been taken as part of any graduate program at UNC Charlotte or another institution for which the student has received a master's or doctorate degree are not transferable into a certificate program or a second master's degree program. The transferability of master's degree or doctoral coursework into a doctoral program varies by program. See program specific policies in this *Catalog*.
6. Any course considered for transfer credit which was completed at another university must have been passed with a grade of B or above, as defined by UNC Charlotte (a 3.0 or above on a 4.0 grade point scale). Coursework that has been graded on a Pass/No Credit or Satisfactory/Unsatisfactory basis will not be accepted for transfer. It should be noted that, although the credit for a course may transfer, the grade will not be used in the calculation of the cumulative graduate-level GPA at UNC Charlotte. Typically, grades of C earned in coursework completed at UNC Charlotte are not permitted to transfer between programs; however, with program support, grades of C earned in courses may be considered. Programs may request an exception when a student has an equal number of A grades to offset the C grades, maintaining at least a 3.0 GPA. Under no circumstances will a grade of C earned in coursework at another institution be accepted for transfer credit.
7. With program and Graduate School approval, up to 6 credit hours of Thesis credit may transfer into a Doctoral program. Thesis credit may not apply towards core coursework or dissertation research.
8. No more than 6 credit hours completed as a post-baccalaureate student may be considered for transfer into a degree or certificate program.
9. Courses accepted for transfer are subject to the same time limitation as courses taken in residence.
10. To be considered for transfer credit, the courses must have been undertaken at a college or university accredited by an accepted accrediting body.
11. Courses taken at an accredited institution using the quarter system may be transferred but the quarter hours will be converted to semester hour credit.
12. Courses in which credit is accepted must be appropriate for approved University programs and curricula in which the student is enrolled.
13. Transfer credit is not awarded for non-degree seeking graduate students (i.e., post baccalaureate students).
14. Students may transfer the credits earned in a graduate certificate program toward a single degree that they pursue either in conjunction with the graduate certificate or after the certificate has been awarded. However, students may not transfer credits earned in one certificate program toward the satisfaction of requirements in a second certificate program.

*\*Note: This does not affect graduate courses taken while a student is enrolled in Early Entry status at UNC Charlotte. Such courses appear in the Graduate section of the official transcript, and do not need to be transferred into the graduate program.*

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### **Proposed:**

Students enrolled in a graduate degree program at UNC Charlotte may transfer graduate credit appropriate to their program earned at UNC Charlotte or other institutions, subject to the conditions stated below. Students may request transfer credit through a [Graduate Academic Petition](#). Students are held to the policies published for the Graduate Catalog year reflected on their degree audit.

### **Graduate Credit Earned at UNC Charlotte**

Students may transfer graduate credit earned at UNC Charlotte under the following conditions:

- The course credit is appropriate to the degree program in which the student is enrolled and subject to approval by the Graduate Program Director and the Graduate School.
- The credit earned is within the published program time limits as outlined in the catalog.
- The student received a C or above for the course and the overall GPA remains at or above 3.0. (See Academic Standing and Grading and Related Policies in the applicable graduate catalog)

#### **Restrictions:**

- The capstone requirement for a master's program cannot be transferred.
- Up to 9 hours of master's capstone or thesis credit may transfer into a doctoral program as elective credit.
- Undergraduate coursework is not transferable for graduate credit.
- Coursework taken as part of an earned master's or doctorate degree is not transferable to a degree at UNC Charlotte at the same or lower level.

### **Graduate Credit Earned at Other Institutions**

Master students may transfer up to 30% of the total credit hours required for a master's degree or certificate program, and doctoral students may transfer up to 30 credit hours from other institutions under the following conditions:

- The course credit is appropriate to the degree program in which the student is enrolled and subject to approval by the Graduate Program Director and the Graduate School.
- The credit earned is within the published program time limits as outlined in the catalog.
- The student received a B or above as defined by UNC Charlotte. Coursework that has been graded on a Pass/No Credit or Satisfactory/Unsatisfactory basis will be accepted for transfer if equivalent to an A or B grade at UNC Charlotte. (See Grading and Related Policies in the applicable graduate catalog)

#### **Restrictions:**

- Coursework taken as part of an externally earned master's or doctorate degree is not transferable to a degree at UNC Charlotte at the same or lower level.
- The capstone requirement for a master's program cannot be transferred.
- Graduate credit from other institutions may not be applied to Advanced Standing Tracks for doctoral programs. (See PhD Degree Requirements in the applicable graduate catalog)
- Credit taken under the quarter system will be converted to semester hour credit. Partial or fractional credits cannot be not awarded.
- Undergraduate coursework is not transferable for graduate credit.
- Graduate courses that appear in the undergraduate section of a transcript are only transferable if they were not counted toward the student's undergraduate degree.
- Up to 9 hours of master's capstone or thesis credit may transfer into a doctoral program as elective credit.