

Graduate School Transfer Credit Procedures

Graduate students who submit credits to be evaluated for transfer will receive a final decision of acceptance or denial within 30 days of the student's request. Transfer of credit is considered "requested" when a Request for Transfer of Credit Form is completed and has all the required documents (official transcript, course syllabi, and course validations if needed).

Procedures:

- At the time of admission, a designated faculty member (graduate program representative) will conduct a content evaluation of transfer credits within 10 days of the student's request. If the content is determined to align with the program, the request will then be sent to the Graduate School for technical evaluation and decision to be rendered in 10 days. If approved, the request will be sent to the Registrar's Office who will have 10 days for final processing and to add the transfer credits to the student's UCCS transcripts. Once all departments have processed the transfer credits, the student will be notified.
- If a student submits a request for transfer credits more than 30 days after admission, a designated faculty member (graduate program representative) will conduct a content evaluation of transfer credits within 10 days of the student's request. If the content is determined to align with the program, the request will then be sent to the Graduate School for technical evaluation and decision to be rendered in 10 days. If approved, the request will be sent to the Registrar's Office who will have 10 days for final processing and to add the transfer credits to the student's UCCS transcripts. Once all departments have processed the transfer credits, the student will be notified. Some programs may have more strict policies and deadlines.
- Should any transfer credits be denied, the reasons for denial must be communicated to the student once the decision has been made (within 30 days of the request).
 - o If the transfer of credit is denied by the program, the student may appeal the decision following the procedures established by the college in which the program resides.
 - o If the transfer of credit is denied by the Graduate School, the student may appeal the decision following the appeal procedures outlined in Article V of the UCCS Graduate School Policy.

- Should a student change their program of study, a designated faculty member (graduate program representative) retains authority to review the transfer credits and:
 - Determine if credits are eligible to be applied to the final Program of Study;
 - Recommend approval of additional transfer credits;
 - Decline to include previously approved credits from the former Program of Study.