

Requesting Transfer of Graduate Credit

Transfer credits may be applied to a graduate degree only with the approval of the program director. Each master's program will establish, with the concurrence of the GEC, the maximum number of semester hours (not to exceed 30% of the required credits) that may be transferred from another accredited institution and applied toward its graduate degree. Additional transfer credits for doctoral programs may be allowed at the discretion of the program director, with approval of the Graduate School Dean. The following provisions will apply:

1. All transfer courses must have a minimum grade of B or above (3.0 on a 4.0 scale).
2. Programs may require that credit will not be accepted for transfer until the student has established a satisfactory academic record at this university.
3. All work accepted for transfer must have been completed within the approved degree time limit or must be validated and approved by program faculty.
4. Courses applied towards an awarded master's degree or bachelor's degree may not be used towards another master's degree in progress. Courses applied to a master's degree may be used towards the doctorate degree with the approval of the program faculty and graduate school.
5. Courses applied towards a UCCS graduate certificate program may be used towards a master's degree so long as these courses meet transfer credit policy.
6. Requests for transfer of credit must be made on the form specified for transfer of credit and an official transcript of course credit must accompany the requests or be on record in Admissions and Records.
7. Master's degree students must submit transfer requests to the program director by the deadline determined by the program.
8. Doctoral degree students must submit transfer requests to the Graduate School before submitting the application for admission to candidacy.

9. Graduate level credits earned while an undergraduate at another institution may be transferred to the Graduate School upon approval of the program faculty and graduate school as long as the credits did not count towards the undergraduate degree.

10. Students transferring in credits from international institutions to count towards degree requirements must have courses evaluated by a professional service to determine the work is graduate level, equivalency of grades and number of credits. Please visit the Transfer office website at <https://transfer.uccs.edu/contact/faq> (See Office of Admissions and Records for suggested service providers). If UCCS has a contracted agreement with an international institution, course evaluation will not be required.

To initiate the transfer credit process, please reach out to your program contact to discuss what credits they would be willing to accept from your previous institution. If there are credits they believe can be accepted into your UCCS graduate program, they will work with you to complete the appropriate paperwork before submitting it to the Graduate School for approval. Please note that it is recommended that students complete at least one semester with satisfactory grades as a Regular Degree seeking student before transfer of credit. Transfer credit forms can be found on the graduate school website: <https://graduateschool.uccs.edu/faculty-and-staff/faculty-resources>