**Transfer of Credit**

**Limitations**

**Quantity**

Students are expected to complete the majority of all coursework at UTSA. Transfer credit of usually not more than 6 semester credit hours may be allowed for graduate coursework completed at another regionally accredited institution or with proof of equivalent accreditation from a foreign institution. Exceptions require approval of the appropriate Graduate Program Committee, academic College, and the Graduate School, and must meet conditions for transfer of credit. Work counted toward a degree at another institution cannot be transferred.

Conditions for transfer of credit:

1. Students must complete the form “Transfer of Graduate Credit towards Master’s Degree.”
2. Student must be in a current master’s degree program.
3. Student must be in good academic standing.
4. The courses must have been completed with a grade of “B” (3.0) or better.
5. Coursework must be from an accredited university and have not been used in another degree program.
6. An official transcript from the institution where the coursework was completed must be submitted.
7. All coursework must have been completed no more than six years before the degree was awarded.
8. Coursework is subject to approval of the appropriate Graduate Program Committee and academic College in which the program is administered.
9. Courses must be defined as graduate-level work at the institution where the credit was earned.
10. International transcripts must be evaluated by a UTSA approved foreign credential evaluation service agency.

**Time Limitation**

All requirements for a master’s degree must be completed within one six-year period. Work over six years old may be reinstated only with the permission of the Dean of the Graduate School, upon recommendation of the Graduate Program Committee.

**Evaluation of Courses**

The student’s Graduate Advisor of Record and the College evaluate transcripts and designate which graduate courses are acceptable under the above provisions for transfer toward a master’s degree at UTSA. Whether or not a course is transferable as graduate coursework is determined by the course number assigned by the institution awarding the credit. To be transferable to UTSA, courses must be defined as graduate courses at the institution where the credit was earned. Courses that are defined as undergraduate upper-division by their course numbers, but that can be applied to a graduate degree at the institution awarding the credit, are not accepted for transfer toward a master’s degree at UTSA. All work submitted for transfer credit must have been completed with grades of “A” or “B” (3.0) and must have been completed no more than six years before the degree was awarded. Competency based coursework or credit only courses will not be accepted.

**Transfers within The University of Texas System**

It is the policy of The University of Texas System that all academic institutions within the System may accept graduate credit from each other, and the regular requirements for residency are adjusted accordingly. The applicability of specific courses from other University of Texas institutions to a student’s graduate degree program at UTSA, however, must be approved by the appropriate Graduate Program Committee.

**Course Types and Acceptability**

**Accepted on a Limited Basis**

**UTSA Undergraduate Courses**

With the approval of the appropriate Graduate Program Committee, the Department Chair, and the Dean of the college in which the student expects to earn his or her degree, a candidate for the master’s degree may apply a maximum of 6 semester credit hours of unduplicated credit for undergraduate upper-division (junior- or senior-level) courses completed at UTSA with the grades of “A” or “B” to a master’s degree; no course below the upper-division level or with other grades may be applied to the degree. Undergraduate courses accepted for graduate-level credit are not applied toward core or required courses.

**Not Accepted**

**Audited Courses**

No UTSA credit is granted for courses that are audited; no official record is made of enrollment in classes on an audit basis.

**Correspondence and Extension Courses**

Courses completed by correspondence or extension may not be applied to a graduate degree program.

**Courses Counted for Another Degree**

No courses counted toward another degree may be applied to a graduate degree, either directly or by substitution. The only exception is that candidates holding a Master of Arts degree in Art from another institution seeking admission to the Master of Fine Arts degree program may have up to 24 semester credit hours applied toward the M.F.A. degree exclusive of the thesis and/or degree project, upon recommendation of the department Graduate Program Committee and approval of the Dean of the Graduate School.

**Credit by Examination**

Credit by examination at UTSA is intended to enable undergraduate students to receive credit for courses leading to a bachelor’s degree in which they may already have achieved the objectives. Credit cannot be earned by CEEB examination or by UT Challenge Examination for any courses used to meet minimum requirements for a graduate degree or graduate teacher certification program.

The purpose of a dual degree program is to allow students to undertake complementary programs of graduate study simultaneously through curricular arrangements that allow dual credit for a specified set of courses. Dual degree programs lead to two separate diplomas. In most cases, the dual degree program allows you to complete both degrees in a shorter period of time than if you pursued the individual degrees.
separately. Students must complete the dual degree program within 6 years of the first semester of enrollment.

**Dual Degree Program**

**Double-Counting Credit Hours**

Students in dual degree programs may double-count a limited number of credit hours toward the requirements of both degrees. Double-counting of credit hours for two certificate programs is not permitted. Double-counted courses must be taken within six years prior to graduation.

1. No more than 12 hours may be used jointly when the total number of hours required for both degrees is less than 72 hours;
2. No more than 18 semester credit hours may be used jointly when the total number of hours required for both degrees is 72 hours or more.

**Admission Requirements**

Students must apply and be admitted as degree-seeking to each graduate program separately, and abide by all program requirements. Admission to these programs requires the submission of two completed application forms, one for each program. Each program’s entrance requirements must be met in addition to University-wide requirements, and students must be accepted to both programs. As a matter of note, admission requirements established by the Graduate School or by either degree program may not be waived. For example, if one program in the dual degree program requires GRE scores and the other does not, the applicant must take the standardized exam to be considered for admission to the dual degree. Students in a graduate program that later become interested in the dual degree option must contact the Graduate Advisor of Record prior to completing 24 semester credit hours in the program.

**Academic Requirements**

All grades earned in dual degree status are used for purposes of determining University and program academic good standing, academic probation, and graduate requirements. In addition, students participating in a dual degree program are subject to the policies and procedures of each respective program. A student in a dual degree program who fails to make satisfactory academic progress and is placed on academic probation or is dismissed from the University must consult with both program Graduate Advisors of Record about the future course of action (See Graduate Catalog, General Academic Regulations section). Students who are dismissed from either program are dismissed from the University and are no longer considered to be in a dual degree program.

A student who has been dismissed academically may only petition for reinstatement to the program in which they were in good standing when dismissed. If readmitted, the student may enroll in and, if applicable to the program for which the student is eligible to be readmitted, use courses for credit toward the degree program in which they were in good standing when dismissed. Students may not take courses in the program which prompted their dismissal and may not use such courses for dual degree credit. If a student is dismissed from a dual degree program, the student may not be retained or readmitted into the dual degree program.

**Other Requirements**

Dual degrees are only conferred simultaneously. Students may not be awarded an individual degree while in a dual degree program. Should a dual degree student choose to withdraw from one of the two degree programs, the student will have the option of completing the other degree following the normal requirements of that individual graduate program.