

# TRANSFER OF CREDIT

## Limitations

### Quantity

Students are expected to complete the majority of all coursework at UTSA. UTSA awards credit for college-level transfer coursework, earned with a grade of "B" or higher, from accredited colleges and universities. Admitted students may submit a petition for credits to the related Graduate Program Committee and academic College to receive credit earned from foreign institutions and non-accredited colleges or universities. Based on course level, rigor, quality, comparability, and degree program relevance, credits may be awarded on an individual basis at the discretion of the Graduate Program Committee, academic College, and the Graduate School.

UTSA reserves the right to refuse recognition of credit from a college or university if it is determined the course does not meet the department's standards of level, rigor, quality, comparability, and degree program relevance. Applicability of such coursework toward the UTSA degree plan is at the discretion of the major academic department. 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. Degrees awarded from a Professional School with selected grading systems such as pass/fail must have been completed with a grade of "Pass" or better.
5. Coursework cannot be 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 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

### 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.

## Dual Degree 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 students to complete both degrees in a shorter period of time than if they pursued the individual degrees separately. Students must complete the dual degree program within 6 years of the first semester of enrollment.

## 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. A graduate committee of at least three faculty must review all applications and make admissions recommendations to the Graduate School dean. Final admission decisions are made by the Graduate School dean. All agreements require Graduate School dean's signature authority for approval.

## 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 Student Policies, 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.

## 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.

## 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.

## Dual Degree Program with Other Institutions

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 students to complete both degrees in a shorter period of time than if they pursued the individual degrees separately. Students must complete the dual degree program within 6 years for master's degree or 8 years for doctoral degree of the first semester of enrollment.

## 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. A graduate committee of at least three faculty must review all applications and make admissions recommendations to the Graduate School dean. Final admission decisions are made by the Graduate School dean. All agreements require Graduate School dean's signature authority for approval.

## 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.

## 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-counted courses must be taken within six years for master's degree or eight years for doctoral degree prior to graduation. Students must earn a minimum of one third of the semester credit hours required for the UTSA graduate degree at UTSA.

## 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. Additional requirements will include a research capstone project in

addition to thesis/dissertation research. This can be in the form of a research paper or an actual research project.