

William Paterson University Policy

Academic Policy

SUBJECT:	Transfer Credits	TITLE:	Graduate Credit Transfer Policy		
CATEGORY: Check One	Board of Trustees <input type="checkbox"/>	University <input type="checkbox"/>	Functional <input checked="" type="checkbox"/>	School/Unit <input type="checkbox"/>	
Responsible Executive:	Provost and Senior Vice President for Academic Affairs (all academic policies will be the responsibility of the Provost)		Responsible Office:	Office of the Provost	
CODING:	02-20-01-02-07	ADOPTED:		AMENDED: 12-9-2015	

LAST REVIEWED: 3-4-2016

PURPOSE

The policy describes the university academic requirements and practices regarding the transfer of credit for graduate programs.

ACCOUNTABILITY

The Office of the Provost is responsible for enforcement of this policy.

POLICY

A maximum of 49% of the total required credits for a graduate degree program may be satisfied through the application of transfer credits provided that: (1) the student applies for transfer credit at the time of matriculation; (2) the work was taken in graduate courses for graduate credit; (3) the work was taken within the last six years; (4) the grade received was B or better; (5) the work does not duplicate any work, graduate or undergraduate, for which credit was previously given; (6) the work has been taken at an accredited college or university; (7) the work is applicable to the student's program.

Programs have the discretion to designate a lower limit on transfer credits, according to programmatic needs, standards, accreditation or licensing requirements.

PROCEDURE

At the time of matriculation, the graduate admissions office sends transcripts submitted for evaluation of transfer credit to the graduate program director for review. Courses recommended for transfer by the graduate program director are sent to the registrar for review, final approval and entry. The registrar's office is responsible for verifying that the total number of transfer credits applied does not exceed the university maximum (49% of program requirements) or an approved lower limit for a specific program.

Graduate programs recommend alternate limits on transfer credits based on programmatic needs, standards, accreditation or licensing requirements by completing an Academic Program Change request and submitting this for approval by the academic department, dean and provost's office. Approved alternate graduate transfer credit policies will be included as part of a graduate program catalog entry.

By Direction of the Provost and Senior Vice President for Academic Affairs
Date: 3/4/2016

