

TRANSFER OF CREDITS

Graduate courses completed at other *appropriately accredited academic institutions or at an academic institution with high academic standards deemed appropriate and acceptable by the academic department, academic college, and the College of Graduate Studies may be offered in partial fulfillment of the requirements for graduate degrees at The University of Toledo subject to the limits and approvals described below.

*Courses requested for transfer from a non-United States institution will be evaluated on an individual basis. To be considered, the credits to be transferred must have been earned in a program judged by the University graduate program to be comparable to a graduate degree program of a regionally accredited institution in the U.S. and appropriate documentation must accompany the request.

Limits and approvals:

- All graduate credits requested for transfer must carry a grade of A, A-, B+, or B. Credit for an S grade may be transferred only if the granting institution verifies, in writing, that the S translates into a grade of B or higher. Research hours earned at another university are not transferable towards research hours for a project, thesis, or dissertation. Courses taken for professional development cannot be transferred for graduate credit.
 - The student must have been admitted and enrolled as a graduate student at the institution where the graduate credit was completed.
 - The student is actively pursuing a graduate degree program at UToledo.
 - Transfer of credit is not appropriate for graduate, non-degree students as they have no graduate degree program toward which credit can be transferred. If a graduate non-degree student becomes regularly admitted to a graduate degree program, transfer of credit can then be requested. (Graduate courses completed at UToledo in non-degree status and later applied toward degree requirements are not considered as transfer credit from outside the University.)
 - Credit applied towards the master's degree and education specialist degree must have been earned within the period of six years immediately preceding the time the degree is awarded, credit applied for the doctoral degree must have been earned within seven years immediately preceding the time the degree is awarded (combined M.D./Ph.D. program limit is ten years). Credit applied towards a graduate certificate must have been completed within the four years immediately preceding the time the certificate is awarded. Transfer credit is reviewed at the time of graduation to confirm time-to-degree limits. If the previously approved transfer credit is beyond the time limitation for the degree, it can no longer be used to fulfill degree requirements. Transfer credits are not eligible for recertification.
 - The credit requested for transfer must not have been applied in whole or in part toward any other degree from another university. Requests for transfer or credits, applied in whole or in part toward a graduate *certificate* from another university, will be reviewed on a case-by-case basis. The final determination will be made by the Vice Provost for Graduate Affairs/Dean of the College of Graduate Studies.
- The amount of credit transferred does not exceed one-third of the hours required for the graduate degree. Requests for exceptions to this requirement will only be considered with supporting documentation and would only be approved in unusual circumstances. Academic colleges and/or programs and departments may have more restrictive policies with regard to the number of transferable credits or eligibility of specific courses. The College of Graduate Studies will only review and consider transfer credit after it has been reviewed and approved through the required channels of the student's academic department and college.

For complete transfer credit policy at the graduate level, see Policy Number 3364-77-06 <http://www.utoledo.edu/policies/>.

Request for Transfer Credit Process:

- Application for transfer of credit must be made to the student's advisor on a Request for Transfer Credit (<https://www.utoledo.edu/graduate/forms/TransferCred.pdf>) form available on the College of Graduate Studies' website. Please use one form for each institution from which transfer credit is requested. An official transcript from the accredited institution must be attached to this form. Transfer credit will not be processed from a copy. If the official transcript has already been sent, please attach a note indicating that it was sent previously. If endorsed by the academic department and college, the form should be forwarded to the College of Graduate Studies at GCACademicSvcs@utoledo.edu.
- A Plan of Study must accompany any request for transfer credit. If an approved Plan of Study is already on file, and amended Plan of Study or Course Substitution form must accompany the request.
- Students must attach a copy of the course description from the institution at which the course to be transferred was completed. Students may also be asked to provide a statement from the institution confirming the course was not used towards a prior degree. Additional documentation may be requested by the Graduate College if necessary to make a determination on the transfer request.
- Final approval for transferred credit is granted only by the Vice Provost for Graduate Affairs/Dean of the College of Graduate Studies or designee. Any prior assurances for transfer of credit given by faculty or staff must be regarded as professional opinions and do not commit the University to final approval of the credits.
- Once final approval has been granted and official transcripts received and verified, the credit hours (not grades) for the approved courses are transferred to the student's UToledo graduate degree program and appear on the transcript.