



The University of Tennessee Health Science Center College of Graduate Health Sciences College Policies

Document Name: Transfer of Course Credit
Effective Date: August 25, 2015
Document Status: Approved

Purpose

The purpose of this policy is to provide clear guidelines for the transfer of credits from another institution to the academic record of a student enrolled in a program within the College

Policy Details

Courses taken at another institution for graduate credit, completed with a grade of B or better, and accepted by the student's program in the College may be transferred into the student's UTHSC degree program. The number of hours that may be transferred will be determined by the Program Chair or Director, but at least 50% of the credit hours for a master's or Ph.D. degree must be earned at UTHSC.

A student wishing to transfer courses taken prior to matriculation must make the request prior to, or during, the first term following matriculation. Requests for transfer of these courses following the first term will not be honored. A student wishing to transfer courses taken at another institution following their initial enrollment in a College degree program must make the request in the first term following completion of the course. Requests for transfer of these courses in subsequent terms will not be honored.

Transferred courses must be listed on the Admission to Candidacy form and approved by the Program Chair or Director and the Faculty Committee.

Credits transferred into the student's graduate program will not affect the minimum residency requirements and normally will not be included in calculations of the student's grade point average.

Policy Scope

Applies to all enrolled students.



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Related Policies

Residency Requirements - Masters
Residency Requirements - Doctor of Philosophy

Definitions

Faculty Committee. The student's faculty committee that was approved by the College.

Minimum residency requirement. The minimum terms or credits that a student must obtain to fulfill the degree requirements.

Program Chair. The listed chair of the student's academic program.

Program Director. The listed director of the student's academic program.

Procedures

1. Students requesting transfer of credit for courses taken prior to matriculation must request that an official transcript be sent from the institution where the course was taken to the CGHS before or during the first term following matriculation. Students requesting transfer of credit for courses taken at another institution while enrolled as a CGHS student must request that an official transcript be sent from the institution where the course was taken to the CGHS during the first term following completion of the course.

2. Official transcripts must be received directly by the CGHS from the other institution(s) or verifying agency and appropriately authenticated before the transfer of graduate credit form will be approved. Transcripts that are not sent directly from the other institution or verifying agency will not be accepted.

3. The course transfer form will be completed by CGHS and sent to the Registrar's office for processing.



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Document History

Approved October 25, 2005 by Graduate Studies Council

Administratively revised October 19, 2014 per Registrar requirement for transcripts be sent directly to the College

Administratively revised and approved August 25, 2015 by Graduate Studies Council to clarify approval of transfer courses and specify submission of course transfer form by the College instead of student.

Administratively revised and approved February 26, 2019 by Graduate Studies Council to specify time limits on course transfers, detail procedures for these transfers, and remove the requirement for Associate Dean for Academic Affairs approval for transfer of more than one term's course credit.