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Owner: SCRH, MPH Program Director
Policy Area: Course Credits

Credit Hour Transfer from Other Institutions

Scope

This policy applies to all individuals requesting a transfer of graduate credit hours from a non-degree-granting program of an accredited institution of higher education for use as elective or core course credit(s) toward a certificate or graduate degree earned within the graduate degree programs of the School of Community and Rural Health at the University of Texas Health Science Center Tyler (SCRH).

Purpose

To outline the number and type of approved graduate-level credits an applicant may transfer and apply toward a certificate or degree program in the SCRH.

Definitions

Credit hour is determined using the standard Carnegie definition of Credit Hour.

Policy

It is the policy of the SCRH that any transfer of credits from a non-degree-granting accredited institution of higher education will be limited to 3 credit hours toward completion of a certificate program, or 9 credit hours toward completion of a master's level program. Courses previously used for another degree are not acceptable for credit.

Any course presented for replacement of, or use as an elective or core course in a SCRH certificate or graduate degree program must:

- be a graduate level course,
- has been successfully completed by the student with a passing grade of B or higher,
- be approved for transfer of credit by the Chair of the department (DC) under which the course or credit being replaced is housed, and the Program Director (PD).

Any student seeking transfer credit must provide:

- the transferring course syllabus,
- a transcript from the institution listing the specific course for which credit is being sought and the determination (grade, etc.),
- contact information of the institution and the instructor or record of the proposed transfer course and
- any other tangible evidence requested (such as papers or projects, etc.), at the discretion of the department chair and/or program director.

Refusal to accept transfer credits for courses obtained at other institutions is at the discretion of the Program Director and the Department Chair of the course/degree program for which credit is being sought (ie. The PD and DC have final say on whether a course may be replaced with course credits transferred from another institution of higher education).

Experiential courses, such as Practicum/Internships or Capstones/Residencies, cannot be transferred from other institutions.

Transfer courses from non-degree-programs from accredited institutions of higher education cannot be accepted for credit in the final two semesters prior to graduation.

Attachments

No Attachments

Approval Signatures

Step Description	Approver Signature	Date
Agatha Borne MPH Program Director		05/25/2021
Cynthia Ball Department Chair, OEHS		5-25-2021
Patricia Royal MHA Program Director		05/25/2021
Michael Kennedy Department Chair, HPEM		05/25/2021
Gerald Ledlow Dean, SCRH		05/25/2021