

<b>FACULTY SENATE ISSUE FORM</b>
Date Submitted: 10/07/2021
Title of Issue (a short descriptive title by which the issue may be referenced)
Graduate Credits by Transfer
Description of Issue: This proposed revision makes clear that graduate coursework earned at another institution as part of a certificate program may be transferred into a degree program at the University. It also allows for graduate coursework earned at another institution as part of a degree program to be evaluated and credited to a degree program at the University via the Prior learning Assessment policy.
Rational for Submission: The proposed revision makes clear when courses may be transferred form another institution into a degree program at the University.
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Department: Academic Affairs
Date: 10/07/2021
Signature: <i>Robert Wojtowicz</i>
For Faculty Senate Use Only
Assigned to Committee:
Date Assigned:

## Graduate Credits by Transfer

A maximum of twelve (12) semester hours of graduate credit earned as a non-degree graduate student at Old Dominion University may be applied toward a graduate degree program; additional credits may be applied from approved graduate certificate programs within ODU. An extra combined maximum of twelve (12) graduate credits may be applied toward a graduate degree program from another accredited institution if those credits were not part of a conferred degree, or through Prior Learning Assessment (see the Graduate Catalog Policy on “Prior Learning Assessment Credit Options at the Graduate Level”). Programs may grant exceptions to the number of transfer credits in the case of approved inter-institutional programs or in extraordinary circumstances with the approval of the dean or designee of the Graduate School. Students beginning their graduate studies at another institution and wishing to follow their faculty mentors who may have relocated to Old Dominion University will have their total allowances for transfer credits evaluated on a case-by-case basis and approved by the dean or designee of the Graduate School. Without exception, a majority of the total credits for the completion of a graduate degree or graduate certificate must be earned at Old Dominion University (see the Graduate Catalog Policy on “Institutional Credit Requirements for Graduate Degrees and Graduate Certificates”).

Transfer credit will be given only for those courses that are certified as being applicable toward a comparable degree or certificate at the institution that offered the courses, and that were completed with a grade of B or better. Specifically, in-service courses that are established especially for groups of teachers and are not intended by the home institution to be part of a degree program will not be acceptable for transfer at Old Dominion University. Exceptions to this regulation may be made only with the approval of the graduate program director and, the dean of the college. In case of doubt, it is the responsibility of the student to show that the course in question would be acceptable toward a comparable degree at the home institution.

No credit toward a graduate degree may be obtained by examination except through the Prior Learning Assessment options noted above. Credits earned at another institution for a graduate degree may not transfer; however experiences gained in those courses could be evaluated with Prior Learning Assessment with appropriate credit given. No credits may be transferred or be eligible for Prior Learning Assessment if they are older than eight years.

Students who wish to transfer credit earned prior to admission to a degree program at Old Dominion University must submit a special request for evaluation of transfer credits through the graduate program director to the Office of the University Registrar. Following admission to a degree program, students must obtain written permission from the graduate program director before registering for a course at another institution with the intention of transferring the credit for that course toward a graduate degree at Old Dominion University.

In no case is a transfer of credit final without the signed approval of the graduate program director and the academic dean overseeing the program on the Evaluation of Transfer Credits Form.

## **Evaluation of Transfer Credits**

In the case of a student who has changed programs of study at Old Dominion University, the graduate program director of the new program may or may not accept any previously transferred course work or work completed in the former programs.

Credits accepted for transfer from another institution will satisfy partial hour requirements, but grades earned in such courses are not calculated in the student's overall grade point average.

No credits will be accepted toward the degree or certificate if more than eight years old unless properly validated by examination.