



**College of Health
and Human Services**
*Department of Counseling and
Mental Health Services*

*Mail Stop #119
Toledo, Ohio 43606-3390
419-530-2718 Phone
419-530-7879 Fax
<http://cmhs.utoledo.edu>*

Policy on Transferring Graduate Credit

Students can transfer up to 10 hours of graduate coursework they completed prior to being admitted to one of our graduate degree programs provided the advisor approves. Remember that "the clock" (6 years for master's, 7 years for doctorate) begins with the earliest course listed on the Plan of Study. For instance, if someone wants to transfer in a credit that is 4 years old they only have 2 years to complete the master's or they have to petition for an extension.

A student who has obtained one master's degree at UT and elects to take a second master's degree at UT may use up to 12 semester hours from the first master's if the course work is appropriate and the advisor approves. For instance, someone with a master's in Special Education who is admitted to the master's in School Counseling could transfer in RESM 5010, SPED 5000, and an elective, if appropriate. Of course the clock thing still applies.

If a student completed a master's from another institution NONE of the coursework from that degree can count toward a degree here.