

Procedure: Transfer of credit to a graduate degree procedure



Procedure Number: 3364-77-06.01

Responsible Department: College of Graduate Studies

Effective date:
XXX XX, 2026

Scope: University of Toledo graduate students excluding those enrolled in JD, MD and PharmD programs

Original effective date:
XXX XX, 2026

Conditions

The following conditions must be met to transfer credit towards a UToledo graduate degree:

- (1) The student is unconditionally admitted to and actively pursuing a graduate degree program at UToledo. Non-degree seeking or provisional status graduate students are not eligible for credit transfer. Provisionally admitted students must meet the terms of their admission to achieve regular admission status before requesting transfer of credit. NOTE: graduate credits completed in non-degree or provisional status at UToledo and later applied towards degree requirements are not considered transfer credits.
- (2) 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 grading institution verifies that the S translates into a grade of B or higher. Research hours earned at another institution are not transferable towards research hours for a project, thesis, or dissertation. Courses taken for undergraduate credit or professional development cannot be transferred for graduate credit.
- (3) The student must have been admitted and enrolled as a graduate student at the institution where the graduate credit was completed.
- (4) The credit requested for transfer must not have been applied in whole or in part toward any other earned degree from another institution. Requests for transfer of credits, applied in whole or in part toward an earned graduate certificate from another institution, will be reviewed on a case-by-case basis. The final determination will be made by the Vice Provost for Graduate Affairs.
- (5) 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.
- (6) Transfer 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; the combined MD/PhD program time 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 again at the time of graduation to ensure the course work falls within the 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.

- (7) 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. Final determination is made by the Vice Provost for Graduate Affairs.

Procedure

- (1) Application for transfer of credit must be made to the graduate student's advisor on a Request for Transfer Credit form available from the College of Graduate Studies
- (2) A Plan of Study, amended Plan of Study, or a Plan of Study Course Substitution form must accompany any request for transfer credit.
- (3) A copy of the course description from the institution at which the course to be transferred was completed must accompany any request for transfer credit. The College of Graduate Studies reserves the right to request additional documentation as necessary to make a determination on the request.
- (4) An official transcript reflecting the credit requested for transfer must be on file in the College of Graduate Studies or submitted with the request form. Transcripts marked 'Issued to Student' will not be accepted.
- (5) Final approval for transferred credit is granted only by the Vice Provost of Graduate Affairs or designee. Any prior assurances for transfer of credit given by faculty or staff must be regarded as professional opinions and do not commit UToledo to final approval of the credits.
- (6) Once final approval has been granted and official transcripts received, the credit hours, but not the course grades, for the approved courses are transferred to the student's UToledo official transcripts and record and permitted to be applied in partial satisfaction of degree requirements. The posting of the transfer credits is performed by the Office of the Registrar.

Reviewed by:

James Holloway, Ph.D.
President

Initial effective date:
Review/Revision Date:
Next review date:

Date

*Review/Revision Completed by:
Vice Provost for Graduate Affairs
Graduate Council*