



UNIVERSITY OF NORTH FLORIDA

Policy Number	Subject	Effective Date	Revised Date
2.0050P	Graduate Transfer Credit Policy	July 12, 2007	
Responsible Unit/Division: Academic Affairs / The Graduate School			
<input checked="" type="checkbox"/> New Policy Proposal <input type="checkbox"/> Major Revision of Existing Policy <input type="checkbox"/> Minor/Technical Revision of Existing Policy <input type="checkbox"/> Reaffirmation of Existing Policy			

I. OBJECTIVE & PURPOSE

To describe the number of credits that may be transferred in to UNF by a student pursuing a graduate degree; to describe the parameters under which credit transfers are possible.

II. STATEMENT OF POLICY

The residency requirement at UNF is 24 semester credit hours; 18 of which must be taken at the 6000 level. No student may earn a UNF graduate degree without 24 hours of UNF graduate course credit. It is also required that students earn a majority of credits toward their degrees at UNF.

Individual programs have particular requirements concerning transferring in credits; most graduate programs at UNF allow a student to transfer in approximately 20 percent of the overall graduate credits required for a degree (rounded up to the nearest number divisible by 3) from another regionally accredited institution, as allowable under the residency requirement and as approved on a course by course basis at the discretion of the appropriate graduate program director. Additional credits may be transferred in via special petition, subject to the approval of the appropriate graduate program director and the Graduate Dean. No student may transfer in more than 40 percent of the overall credits required for a degree.

A student who transfers in more than 20 percent of the credits required for a degree may not apply any credits earned as a transient student (hours taken at

another institution while the student is matriculating at UNF) toward fulfillment of that degree's requirements without prior approval of the appropriate graduate program director and the Graduate Dean. Students wishing to enroll in courses at another institution for the purpose of transferring credits into their graduate program of study must complete a "Concurrent Enrollment" form and have prior approval from the appropriate graduate program director.

Additional credit transfer conditions:

1. The student must have completed the course work subject to the time limits applicable to his or her current graduate program.
2. The student must have earned grades of 3.0 or higher in the courses.
3. The student is not entitled to apply transfer credits toward the 18 hour minimum of 6000-level courses required for all master's degrees.
4. The student is not entitled to transfer credit for correspondence courses, courses included in a completed degree program, or portfolio-based experiential learning that has taken place prior to admission to the current graduate program.