Faculty Senate Routing Form
(action/proposal attached)

I. Item Title: Transfer of Credit Policy

   a) Brief Description: Clarifies which courses can be transferred for graduate credit at WCU, excluding credit taken as part of a degree earned elsewhere.

   b) Initiated by: __ Academic Policy and Review Council __________

II. Faculty Senate Action: ☒ approved ☐ not approved ☐ other date: __4/23/2015__

   Vote: ☐ Voice Vote, Unanimous ☐ Voice Vote, Majority In Favor
   ☒ Vote by Ballot: 17 Ayes 4 Nays 2 Abstentions

   FS Secretary signature: ______ date __5/1/15__

III. Provost: ☐ for information ☐ Recognition of Receipt
           ☐ for action __________ approved ☐ not approved

   Comments: ____________________________

   Person responsible for Implementation: ____________________________

   Provost signature: ______________________ date __5/15/15__

IV. Chancellor: ☐ for information ☒ Recognition of Receipt
               ☐ for action __________ approved ☐ not approved

   Comments: ____________________________

   Chancellor signature ______________________ date __6/1/15__

Once finalized copies will be returned to the Provost Office's representative who will scan and distribute electronically to:
  Chancellor
  Provost
  Chair of Faculty Senate
  Secretary of the Faculty Senate
  Associate Vice Chancellor for Academic Affairs (for catalog and handbook)
  Associate Dean of Graduate School (for catalog)
  Others (i.e. person responsible for implementation)
1. CURRENT GRADUATE CATALOG:

Course and Grade Policies
Courses listed in this catalog are open to graduate students only. At least half of the credit hours applied toward a master’s and the Specialist in School Psychology degree must be from courses numbered 600 and above. At least half of the credit hours applied toward the education specialist degree must be from courses numbered 700 and above. All of the credit hours applied toward a doctoral degree must be from courses numbered 700 and above.

1. PROPOSED CHANGE TO CATALOG:

Course and Grade Policies
Courses listed in this catalog are open to graduate students only. At least half of the credit hours applied toward a master’s and the Specialist in School Psychology degree must be from courses numbered 600 and above that are designated as graduate, master’s, post-master’s, or Specialist level courses by a regionally accredited university. All credit hours applied toward any doctoral degree must be from courses numbered 700 and above that are designated as doctoral level courses by a regionally accredited university.

2. CURRENT GRADUATE CATALOG:

Graduate Degree Requirements and Information

The appropriate graduate degree will be conferred upon a student after completion of one of the programs outlined below to the satisfaction of the major department(s) and the Dean of Graduate School and Research. Each program requires successful completion of the minimum number of semester hours of graduate study, as required by each program, with at least half of the credits having been earned in courses open to graduate students only and numbered 600 or above for a master’s degree and numbered 700 or above for the education specialist degree. All courses for the doctor of education degree must be from courses numbered 700 and above.

2. PROPOSED CHANGE TO CATALOG:

Graduate Degree Requirements and Information

The appropriate graduate degree will be conferred upon a student after completion of one of the programs outlined below to the satisfaction of the major department(s) and the Dean of Graduate School and Research. Each program requires successful completion of the minimum number of semester hours of graduate study, as required by each program, with at least half of the credits having been earned in courses open to graduate students only and numbered 600 or above for a master’s degree and numbered 700 or above for the education specialist degree. All credit hours applied toward any doctoral degree must be from courses numbered 700 and above that are designated as doctoral level courses by a regionally accredited university.
3. CURRENT GRADUATE CATALOG:

Credit Policies

**Graduate Program Hours.** Graduate degree programs require a minimum of 30 semester hours of graduate course work. Graduate certificate programs require a minimum of 12 semester hours. Programs can require substantially more than the minimum hours.

**Residence Requirement.** At least 24 semester hours of a student’s work toward a degree must be earned through instruction offered by Western Carolina University. See Transfer Credit policies for more information regarding the number of hours that may be transferred into a degree program.

**Transfer Credit.** Transfer credit refers to any credit transferred to WCU from another institution.

Policies regarding transfer credit vary according to the graduate program. Based on the following sliding scale (total number of hours in the graduate program) graduate students may transfer in hours (with a grade of B or better) with approval of the Program Director. Depending on the total hours required by the graduate program, students may transfer six to twelve semester hours of graduate credit earned with grades of B or better: 30-39 hours (up to 6 hours); 40-49 hours (up to 9 hours); 50+ hours (up to 12 hours).

Students should consult with the academic advisor to determine the specific number of transfer hours allowed in a program. Forms for the transfer of credit are available on the Graduate School Forms & Manuals web page. Courses accepted for transfer credit must (1) be appropriate to the student’s program and be approved by the student’s advisor, (2) be completed within the six-year limit for course work applicable toward the degree (note: prerequisite course time limits are determined at the discretion of the Program Director), and (3) have been offered by a regionally accredited institution for graduate credit. Transfer credit must be approved as part of a degree granting program-of-study at WCU; non-degree and certificate-only students may not request transfer of credit.

Graduate students who have been admitted to Graduate School may enroll at other regionally accredited graduate-level institutions for coursework which is applicable to their programs provided they have obtained advance permission from their advisor(s) and the Dean of Graduate School and Research. Such course work cannot exceed the maximum allowable transfer credit. Students should note that while courses may be transferred into a degree program, grades earned at other institutions are not transferred and therefore are not counted toward a student’s GPA.

**Use of Credit in Two Programs:** Up to 9 hours (with a six year time limit) may be counted in meeting the requirements in two different graduate degree programs. Certain certificate programs allow application of certificate hours to specific degree programs.
3. PROPOSED CHANGE TO GRADUATE CATALOG:

Credit Policies

Graduate Program Hours. Graduate degree programs require a minimum of 30 semester hours of graduate course work. Graduate certificate programs require a minimum of 12 semester hours. Programs can require substantially more than the minimum hours.

Residence Requirement. At least 24 semester hours of a student’s work toward a degree must be earned through instruction offered by Western Carolina University. See Transfer Credit policies for more information regarding the number of hours that may be transferred into a degree program.

Transfer of Credit Policy. Transfer credit refers to course credit transferred to WCU from another institution. Transfer of credit requests will only be considered for credit earned on courses with a grade of B or higher from a regionally accredited college or university. Course credit taken as part of an earned master’s or doctorate degree from another institution is not transferable into another master’s degree program at WCU. Transfer credit is not awarded for non-degree or certificate only students.

Each transfer of credit request will be evaluated to ensure appropriate WCU course equivalency in order to meet a specific degree course requirement.

Transfer of credit policies vary according to the curriculum requirements of each graduate degree program. Before a transfer of credit request is submitted, the student should discuss the request with their program advisor. See directions below for submitting a transfer of credit request.

Transfer credit requested for masters, post-masters, specialist or doctoral level courses at Western Carolina University must be designated at the same or higher level as noted on the official institutional transcript where the transfer credit was earned.

Based on the total number of hours in a graduate degree program, a graduate student may request transfer of credit as follows with approval of the Program Advisor and Department Head:

- For a graduate degree program requiring 30-39 hours up to 6 total credit hours of equivalent level transfer coursework may be requested.
- For a graduate degree program requiring 40-49 hours up to 9 hours of equivalent level transfer coursework may be requested.
- For a graduate degree program requiring 50+ hours up to 12 hours of equivalent level transfer coursework may be requested.

Students should note that while courses may be transferred into a degree program, grades earned at other institutions are not transferred and therefore are not counted toward a student’s cumulative GPA.

Transfer credit must be completed within six years immediately preceding the completion of requirements for the degree.
The form to request transfer of credit from another institution is available on the Graduate School Forms & Manuals web page. Graduate students may enroll at another regionally accredited institution for transfer coursework which is applicable to their programs provided they have obtained advance permission from their advisor(s), the Department Head and the Dean of Graduate School and Research. The transfer coursework cannot exceed the maximum allowable transfer credit.

**Use of Credit in Two Programs:** Up to 9 graduate credit hours earned at WCU within the six year time limit may be counted in meeting the requirements in two different graduate degree programs. Certain certificate programs allow application of certificate hours to specific degree programs.