



ST. CLOUD STATE UNIVERSITY UNIVERSITY ACADEMIC POLICIES

POLICY NAME: Transfer Credit Policy for Graduate Students

EFFECTIVE DATE: July 1, 2013

LAST REVIEW:

NEXT REVIEW:

POLICY OWNER: Associate Provost and Dean of Graduate Studies

PROCEDURE CONTACT: School of Graduate Studies

POLICY/PROCEDURE:

A maximum of 10 semester credits of graduate work completed at other accredited universities or extension credit earned from this University may be considered for application to the program. Doctoral students should also refer to the [Doctoral Program Credit Policy](#) and the doctoral program guidelines.

To be accepted as transfer credit and applied towards a SCSU graduate degree, the following conditions must be met:

- Credit must be from a regionally accredited educational institution, approved to offer graduate degree programs in the major field where the credit was earned, at the time the credit was earned.
- Credit must be appropriate to the student's program.
- Credits transferred into an accredited program may need to come from an accredited program.
- Course evaluation and approval by the student's major advisor and the School of Graduate Studies is required.
- At time of transfer, credit must be officially recorded on the approved program form.

The following will not be accepted as transfer credit:

- Correspondence, individual or similar study.
- Credit earned at a location in Minnesota through a university headquartered in another state or country.



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- Credit for courses conducted by proprietary groups.
- Credit applied towards another degree.
- Extended campus credit from a university that does not accept that credit for its own on-campus graduate programs.
- Workshops, continuing education courses and in-service training credits.

Additional transfer guidelines include:

- The grade recorded for these credits must be B or above or an S or P in S/U or P/F grading systems. No transfer credit can be accepted that was earned more than seven years prior to completion of the degree.
- For the fifth-year program, a maximum of 10 semester credits of graduate and advanced undergraduate work earned after the awarding of a bachelor's degree may be accepted. A grade of C or better must have been achieved in the courses.
- With the prior approval of the graduate advisor and the graduate dean, a maximum of 16 semester credits of appropriate graduate credit may be transferred from other universities of the Minnesota State Colleges and Universities System and applied to a program at St. Cloud State University.
- When transferring credit to a specialist degree program, a minimum of 20 of the last 30 credits must be taken at this institution.
- After the student's program of study has been approved, no additional transfer credits will be accepted unless the student has received prior approval via the petition process.
- Any questions or concerns about the transferability of credit earned at other institutions should be directed to the School of Graduate Studies before a student enrolls for that credit.

The student must request that an official transcript be sent directly to the School of Graduate Studies by the institution awarding the credit. Official transcripts submitted from other institutions are for use in the applicant's admission process and pursuit of the degree at SCSU. **These transcripts, or copies of them, cannot be issued to the student or other institutions.**