

Transfer of Credit – Evaluation Agency / Doctoral Degrees with Master’s Pre-requisite, MAW, Post-Master’s Doctoral Programs, International Credential Evaluations

Proposed Amendment:

Receipt of a graduate degree from UCF indicates that a student has completed most of their graduate training through classroom, research, and practical experiences at UCF and that the graduate training they received reflects current knowledge in the field. Graduate program directors have the responsibility to ensure graduate program quality by reviewing transfer credit requests, including courses taken at external institutions or at UCF prior to admission in the graduate program. Thus, a graduate program can decide to be more restrictive than the transfer credit limits described here.

To request transfer credit, the student should submit a Plan of Study (POS) during their first semester of enrollment (i.e., their admit term). Requests must be received by the end of the semester following their admit term. Transfer credit requests are made to the Graduate Program Director, who will review the student’s transcript and the associated syllabi to decide if the transfer course(s) are equivalent to the course(s) required by the graduate program. Some syllabi may require an additional review by faculty with relevant expertise to determine equivalency. The POS must then be submitted to the College of Graduate Studies for review and approval. The following limits apply to transfer requests for degree programs (refer to the Graduate Certificate Policies for transfer of credit to graduate certificates):

1. The total number of transfer credits cannot exceed 50% of the UCF degree requirements, and at least 15 credit hours of graded (A-F) courses must be taken at UCF once admitted. The only exceptions to this rule are listed in #5 below.
2. Graduate-level courses taken post-baccalaureate with a grade of ‘B’ or higher can be transferred. Also, up to 9 credits of graduate coursework with a grade of ‘B’ or higher, completed as part of a baccalaureate degree from an accredited institution in the United States can be transferred. No Satisfactory/Unsatisfactory or Pass/Fail courses can transfer. Internal transfer courses (i.e., courses taken at UCF) will appear as a graded course on the transcript.
3. Transfer of international credits may be permitted with the required Josef Silny and Associates, Inc. or World Education Services (WES), or The Evaluation Company transcript evaluations (see Admissions Equivalency Information). **The graduate program director will decide whether there is** ~~For a graduate-level course to be considered for transfer, the course should have an equivalent course in the program at UCF. To help the graduate program director decide whether a course is equivalent~~

~~to the course offered at UCF,~~ The student should provide an official transcript listing the course name and number, and a syllabus for the course to be considered for transfer. If the official transcript or syllabus are not provided by the international institution in English, the student should provide a translation performed by a certified translator at the issuing institution, government agency, or by a translator certified by the American Translators Association (<https://atanet.org/>).

4. Courses older than 7 years cannot be transferred unless they have been reviewed and approved by a formal committee comprised of graduate faculty in the program. Program-level approvals must be accompanied by statements demonstrating the currency of the course content in the context of the student's experience. The course must then be approved by the dean or dean's designee of the relevant college. Approval documentation must be attached with the transfer request to the College of Graduate Studies. All other transfer policies apply. Approved courses are valid if the student maintains continuous enrollment in the graduate program. If the student is readmitted after discontinuation or dismissal, the student must initiate a new transfer request for courses older than 7 years.
5. There are 46 exceptions to this policy as written:
 1. Unless part of an approved dual degree program, a maximum of 9 hours may be used to fulfill the requirements of 2 master's degrees. In no case can hours be used to fulfill the requirements of more than 2 degrees.
 2. Unless part of an approved accelerated program, a maximum of 9 hours may be used by a student taking graduate courses while in the Senior Scholars program at UCF.
 3. When doctoral programs require a master's degree for admission, credits from the required, earned master's degree may not be used as transfer credits. **However, credits from an earned certificate and / or credits not used towards an earned graduate degree may be used as transfer credits.**
 4. **When a master's degree is not required for admission to a doctoral program and the student has an earned master's degree, they may pursue a master's along-the-way in the same discipline as the master's degree earned prior to admission to the doctoral program. However, credits from the any previously earned master's degree may not be used as transfer credit. (All other stipulations regarding the Conferral of Master's Degrees for Students in Doctoral Degree Programs apply).**

5. Students enrolled in a post-master's doctoral degree may transfer up to 12 credits from an earned certificate or credits that have not been used towards an earned graduate degree (i.e. master's, specialist, doctoral degree).
6. To minimize disruption to the student's research and progress to degree, graduate students recruited to transfer to UCF when their faculty supervisor is being hired by UCF from another institution may transfer up to 2/3 of the total degree requirements if all other transfer requirements are met. In this case, the student's transfer must be requested by the faculty supervisor being hired by UCF (rather than initiated by the student). This exception still requires the student to complete the following at UCF: a minimum of 9 hours of graded coursework, the requirements for Doctoral Candidacy, and a minimum of 15 hours of dissertation.

Effective Date: Fall 2025

Rationale:

1. Adding The Evaluation Company as an agency recognized by Graduate Studies for evaluating international credentials.
2. There is interest in pursuing a master's along-the-way in the same discipline as a previously earned master's degree.
3. Allow students to transfer required coursework completed as a non-degree seeking student or as part of graduate certificate.