

TRANSFER OF GRADUATE CREDIT

Graduate credit earned either at Kent State University or another university before admission into a given graduate program may be transferred into that program.

Students who wish to have credits considered for transfer should petition the graduate program. The program can accept or reject such credits at its own discretion, regardless of the discipline or institution in which the credits were earned.

The following conditions must be satisfied in order to transfer graduate credit:

1. A maximum 12 credit hours of transfer courses may be applied toward a master's degree, the Educational Specialist degree or the doctoral degree. Some programs may have a lower maximum.
2. A maximum 50 percent of the requirements for a graduate certificate or minor may comprise transfer credit.
3. The graduate credit was earned at an accredited university (or international equivalent).
4. The credit was not used for a previously awarded degree from another institution.
5. The student earned, at minimum, a B or satisfactory (S) grade in each course for which credit is to be transferred.
6. The transfer coursework satisfies a requirement in the student's program.
7. The number of credit hours transferred from a particular course cannot exceed the number of credit hours given for a Kent State course that covers equivalent material.
8. The credit is no more than six years old for a master's degree and no more than 10 years old for a doctoral degree at the time the degree is conferred.
9. The petition for transfer is made no later than the end of the second semester of the student's enrollment in that program. It is recommended that students request the transfer at the time they are admitted to the program.
10. The student's petition for transfer credit is filed with the program and college. If the credit was earned at another institution, an official transcript must be filed with the petition for transfer credit.
11. The student's program coordinator approves the petition.

Transfer credit from another institution counts in the student's total earned hours but does not count in the student's Kent State graduate grade point average (GPA). Transfer credit from a Kent State program counts in the student's total earned hours and in the student's graduate GPA.

Students who wish to transfer graduate credit taken outside the university after matriculating into a Kent State University program must obtain approval from their program coordinator prior to taking the outside courses.