

## TRANSFER CREDIT AND CREDIT BY EXAMINATION

A limited number of graduate course credits acquired elsewhere, at UVM prior to admission to a graduate program, or by credit by examination may be included as part of a student's program of study, with approval of the program faculty and the Dean of the Graduate College. Credit by examination is earned by arranging through a program faculty member to take an examination that tests the student's skills and knowledge in a particular UVM course appropriate for inclusion in the student's degree program.

If credit is transferred, only the credit is transferred, not the grade.

Graduate Credit earned at UVM after completion of the bachelor's degree but prior to admission to a graduate program is transfer credit; only the credit and not the grade is transferred, and is subject to the requirements and limits that follow.

### APPROVAL OF CREDIT

Approval of credit is recommended by the graduate program and approved by the Graduate College based on the specific program requirements described in the Graduate College catalogue, as well as:

1. the number of credits requested,
2. the appropriateness of credit for inclusion in the degree program, and
3. the currency of the credit.

These criteria are described below. Any exceptions must be approved by the program faculty and the Dean of the Graduate College.

### NUMBER OF CREDITS

Master's degree and Doctor of Education students are allowed 9 hours of transfer credit, and/or credit by examination, and an additional 6 credits acquired from appropriate courses taken at UVM prior to admission to a degree program may also be transferred; Doctor of Philosophy students are allowed 24 credits, and an additional 6 credits acquired from appropriate courses taken at UVM. This means that all master's students take at least 21 credits at the University of Vermont (at least 15 after admission); Doctor of Philosophy students at least 51 credits (at least 45 after admission); and Doctor of Education students at least 50 credits (at least 44 after admission). For master's programs that require more than 30 credits, program faculty may, in individual cases, recommend more transfer credits. In all cases, students must take at least one half of their degree credits at the University of Vermont after admission to the graduate program and adhere to all requirements stipulated by the graduate program.

Graduate credits taken at other institutions may not transfer into a UVM Certificate of Graduate Study program. Up to 6 credits (not the grades) from 300 level courses taken as a continuing education

student at UVM prior to matriculation in the certificate may transfer into the Certificate of Graduate Study.

Graduate credits taken at other institutions may not transfer into a UVM micro-Certificate of Graduate Study program. For a 12-14 credit micro-Certificate of Graduate Study, 3-5 credits (not the grades) from 300 level courses taken as a continuing education student at UVM prior to matriculation in the micro-CGS may transfer into the micro-Certificate of Graduate Study.

Credits used for a Certificate of Graduate Study may be applied toward an appropriate master's or doctoral degree at UVM, and credits applied toward a graduate degree at UVM may be applied toward an appropriate Certificate of Graduate Study. Credits may overlap between one certificate and one degree. Credits taken for one Certificate of Graduate Study may not be used to fulfill the requirements for another Certificate of Graduate Study.

Credits used for a micro-Certificate of Graduate Study may be applied toward an appropriate Certificate of Graduate Study, master's degree, or doctoral degree at UVM, and credits applied toward a graduate degree at UVM may be applied toward an appropriate micro-Certificate of Graduate Study. Credits may overlap between one micro-Certificate of Graduate Study, one Certificate of Graduate Study, and one degree. Credits taken for one micro-Certificate of Graduate Study may not be used to fulfill the requirements for another micro-Certificate of Graduate Study.

### APPROPRIATENESS OF CREDIT

Transfer credit and credit by examination must be approved by the program faculty as appropriate for inclusion as part of the student's degree requirements. Credit cannot be awarded for:

1. courses taken prior to completion of an undergraduate degree program,
2. courses that were not graduate credit where taken or would not receive graduate credit if taken at the University of Vermont,
3. courses with a grade lower than B (3.00),
4. independent study or independent research,
5. thesis or dissertation research credits, and
6. credit by examination given by another institution.

### CURRENCY OF CREDIT

Transfer credit and credit by examination must be taken within seven years of completion of the master's degree and within nine years of completion of the doctoral degree. Students wishing to apply for readmission to a program after deactivation must demonstrate currency of knowledge in the field of study to which they are applying. Currency of knowledge must be formally evaluated by the program faculty and approved by the Dean of the Graduate College. In addition, the returning student must complete a program of study including at least two courses in the current program.

## **CONCURRENT MASTER'S AND DOCTOR OF PHILOSOPHY CREDIT**

Up to 24 credits of course work for which graduate credit is earned at UVM in a master's degree program, whether a master's degree is received or not, may be applied toward a Ph.D. at UVM, provided that the credit is appropriate for the Ph.D. program. If the UVM master's program has a course-based (non-thesis or project) option, then 30 credits of course work for which graduate credit is earned at UVM in a master's degree program may be applied toward a Ph.D. at UVM, provided that the credit is appropriate for the Ph.D. program. Students must still complete a minimum of 15 graded credits that do not count towards the Master's degree as part of the Ph.D. curriculum.

Up to 15 credits of course work for which graduate credit is earned at UVM in a doctoral degree program, whether a doctoral degree is received or not, may be applied toward a master's degree at UVM, provided that the credit is appropriate for the master's program.

No provision is made for a person to employ the same credit to satisfy two master's degrees at the University of Vermont.