

Standard Operating Procedure – Transfer Credit**Responsibility: Associate Dean; College Coordinator****Time Frame: Prior to the end of the student’s first academic term or 60 (sixty) calendar days prior to the end of the students graduating term.**

Definition: Under some circumstances, students may transfer graduate course work with a grade of “B” or higher from another institution. The University will not accept more than nine (9) semester hours of advanced course work from another institution. Granting exceptions to the nine-hour maximum require the approval of the Associate Dean for Graduate Studies and the Dean of the Graduate School. Furthermore, the Graduate School will not accept transfer credit hours for more than one-half of the credit hours for a graduate degree.

Departmental/College approval and submission, to the Graduate School, of all transfer credit petitions **must** occur no less than sixty days (60) prior to the end of the student’s graduation term.

Students with graduate NDO status at the University of Houston cannot transfer more than six (6) hours of coursework toward a Master’s degree. Additionally, students may only transfer six (6) hours of master’s work to a second Master. No Master’s hours will count toward a doctoral degree.

Students may not request transfer credit for courses taken during the same term/semester they apply to graduate.

Procedures:

Step 1: When requesting Transfer Credit, students must provide their faculty advisor with a transcript and course syllabus with a detailed course description. The faculty advisor reviews the information to determine the validity of the requested transfer. The student is responsible for securing all necessary departmental signatures.

Step 2: If approved by the faculty advisor, the student submits a [Graduate and Professional Student Petition](#) to the College Office of Graduate Studies. The student must include all the paperwork reviewed by their academic advisor with the Petition.

Step 3: The College Office of Graduate Studies submits the request for Transfer Credit to the Graduate School (using IRIS) for posting to the student’s official transcript. Credits earned at another institution do not become part of the student’s grade point average at the University of Houston. (See attached Graduate and Professional Petition for required information.)

Additional Information:**1. Time Limitations—**

- a. For master’s students, coursework more the five (5) years old at the time of the awarding of the master’s degree
- b. For doctoral students, coursework more than (10) years old at the time of the awarding of the doctoral degree

2. Previously Earned Degrees—

- a. Students may transfer credit from incomplete degrees pursued at another institution
- b. No transfer credit is awarded unless it is advanced course work
- c. Students in the College of Education with pre-grad programs (non-terminal master’s on-the-way-to a Ph.D.), may apply twelve (12) semester hours of pre-grad coursework to their Ph.D. degree.

3. Residency—

- a. Transfer Credit is directly related to the College residency requirement
- b. Transfer Credit cannot represent more than one-half of the course credit necessary for a graduate degree

***Summary Table:**

	Master’s degree at UH	Doctoral degree at UH
Incomplete graduate degree at UH - concurrent	9 credit hours ¹	9 credit hours ¹
Incomplete Master’s degree at UH - prior	9 credit hours	9 credit hours
Incomplete Master’s degree at other institution	9 credit hours	9 credit hours
Incompleted doctoral degree at other institution	9 credit hours	9 credit hours
Completed Undergraduate degree	0 credit hours ²	0 credit hours
Completed Master’s degree at UH	0 credit hours	0 credit hours
Completed Master’s degree at other institution	0 credit hours	0 credit hours
Completed doctoral degree at UH	0 credit hours	0 credit hours
Completed doctoral degree at other institution	0 credit hours	0 credit hours
Graduate work taken as PB at UH	9 credit hours	9 credit hours
Graduate work taken as NDO at UH	9 credit hours	9 credit hours
Graduate work taken as pre-grad at UH ³	12 credit hours	12 credit hours

¹ if concurrently enrolled in both programs

² applies to hours at the graduate or undergraduate level; exceptions are made for preapproved accelerated pathway dual degree programs (Bachelor/Master’s).

³ only applicable for colleges with such programs

- University of Houston Graduate Catalog 2021-2021
 - <http://catalog.uh.edu/content.php?catoid=40&navoid=13999>

Transfer Credit Check List:

- Did you take this course as a graduate student?
- Did you use this course for an existing degree?
- Did you earn a grade of B or higher?
- Will this course be less than 5 (master’s)/10 (doctoral) year old when you graduate from UH?
- Have you provided a transcript and syllabus to faculty for review?
- Is your official transcript in CollegeNet, with a recorded grade?
- Must submit more than 60 days prior to graduation

G

and P

gradschool@uh.edu

State law requires that you be informed of the following: (1) with few exceptions, you are entitled on request to be informed about the information the university collects about you by use of this form; (2) under sections 552.021 and 552.023 of the Government Code, you are entitled to receive and review the information; and (3) under section 559.004 of the Government Code, you are entitled to have the university correct information about you that is incorrect.

Name: Your Last Name Your First Name <small>Last</small> <small>First</small> <small>Middle</small> myUH ID: 0 0 0 0 0 0 0 Contact Phone Number: EMAIL: yourstudentemail ALIAS:	Graduate Program Select... Code	Summer 2021
NOTE: Unless otherwise stated and approved, all petitions are effective at the start of the next academic term. All administrative actions become effective the day they are processed, unless otherwise stipulated and approved via petition. All petitions should be submitted to the advising office in the department of their degree objective to begin the approval process.		

PURPOSE OF PETITION			
<input type="checkbox"/> 1. Update program status/action (term activate, discontinue, etc)	<input type="checkbox"/> 2. Admissions status change (ex: conditional to unconditional)	<input type="checkbox"/> 3. Add new concurrent degree or certificate objective (career/program/plan)	<input type="checkbox"/> 4. Change current degree objective (program/plan)
<input type="checkbox"/> 5. Degree requirement exception or approved course substitution	<input type="checkbox"/> 6. Leave of Absence (include specific term) (Attach supporting documentation)	<input type="checkbox"/> 7. Reinstatement to discontinued career (provide explanation)	<input type="checkbox"/> 8. Request to apply to graduate after the late filing period deadline
<input checked="" type="checkbox"/> 9. Transfer Credit Institution Name Your Previous University/College <small>[One Institution per petition]</small> <small>City/State/Zip</small>		Hours Previously Transferred 0.00 Transfer Credits on this request 3.00	<input type="checkbox"/> 10. Change Admit Term <input type="checkbox"/> 11. Early Submission of Thesis/Dissertation <input type="checkbox"/> 12. Other (explain below)
Courses Approved for Transfer:	Catalog #: ABC3123 Sem/Qtr Taken: Summer 2019	Transfer Credit Awarded:	UH Graduate Course Equivalencies:

EXPLANATION OF REQUEST <small>(attach additional documentation as needed)</small>	Transfer Credit ABC3123 for UH ELCS 8310 Attached documentation
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STUDENT SIGNATURE <i>Sign</i> <small>Please type your name as your signature.</small>	DATE	Administrative Request <input type="checkbox"/>
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REQUIRED APPROVALS	ACADEMIC OFFICE USE ONLY																																													
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