

## **Graduate Credit Transfer Policy TULANE UNIVERSITY**

**OFFICE RESPONSIBLE FOR THIS DOCUMENT:** Office of Graduate and Postdoctoral Studies

**COORDINATING DEPARTMENTS:** n/a

**ORIGINAL ISSUE DATE:** January 8, 2020

**EFFECTIVE DATE:** July 1, 2020

**LAST REVIEWED DATE:** January 8, 2020

**NEXT REVIEW DATE:** n/a

**APPROVED BY:** Graduate Council

**WHO NEEDS TO KNOW THIS GUIDANCE:** Faculty, Staff, and Students in Graduate Programs; School Administrators

**WEBSITE ADDRESS FOR THIS GUIDANCE:** <https://ogps.tulane.edu/graduate-policies>

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Tulane University's graduate departments may accept transfer credit at their discretion. This policy is intended to clarify minimum standards and provide guidance on university-wide policies and best practices.

### **GENERAL TRANSFER CREDIT GUIDELINES**

Graduate students may transfer credit from graduate courses taken at other accredited institutions. Students must provide a sealed official transcript from the other institution, a course description from the course catalog, and may be required to provide a syllabus and/or samples of coursework. Transfers are made on the recommendation of the student's departmental/program advisor and/or Director of Graduate Studies, in conjunction with the faculty member who teaches the most closely equivalent course. If the course does not have a direct equivalent, it may be transferred as a "special topics" course. Only courses in which the student achieved a grade of B or higher, and which are no more than seven years old, will be considered for transfer. Grades earned on transferred credit do not affect the student's Tulane grade point average.

50% of all credits for a graduate degree must be completed at Tulane University.

### **TRANSFER CREDITS FROM QUARTER-BASED SYSTEMS**

Credits completed at an institution that uses a quarter credit system rather than a semester credit system will be accepted at 2/3 the number of hours on the transcript. For instance, a three credit hour course from an institution that uses quarter credits will transfer to Tulane University as two hours of credit, if the course is accepted.

### **GRADUATE CREDIT EARNED BEFORE THE BACHELOR'S DEGREE IS CONFERRED**

Generally, no credit is given for graduate courses taken before a student has completed a bachelor's degree from an accredited institution. The exception to this policy is for students who have been accepted into a 4+1 accelerated master's degree program or dual bachelor's and master's degree program. Students from collaborating universities participating in certain +1 accelerated master's programs are also exempt from this policy. For those groups of students, course credits for graduate-level courses taken before the bachelor's degree was awarded may be used towards the master's degree, per the specific program requirements and/or the Memorandum of Understanding between the universities. The courses may also ultimately fulfil requirements for other graduate degrees, with the approval of the director of graduate studies of the department or program.