

Graduate Credit Transfer Policy

TULANE UNIVERSITY

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

COORDINATING DEPARTMENTS: n/a

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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>

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. Graduate students may also transfer credit from a Tulane master's degree program (Master of Arts, Master of Fine Arts, Master of Science, certain professional master's programs such as the Master of Public Health) to a Tulane PhD program. Up to 50% of the credits of the master's degree may be transferred to the PhD, with departmental approval. Departments are not obligated by this policy to accept transfer credit, whether from another Tulane program or an external program. Grades earned in courses taken at Tulane for a previous degree and transferred to a new program will be calculated in the student's new grade point average. Grades earned on transferred credit from an external institution do not affect the student's Tulane grade point average.

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. Departments may present a written appeal to the dean of their school if they believe older coursework should be permitted to be transferred. Departments may establish a policy of only accepting more recent coursework if it is appropriate for their discipline as this policy establishes the outside limit of generally acceptable transfers for the university.

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.