



EAST TENNESSEE STATE
UNIVERSITY

Graduate School Transfer and Acceptance of Graduate Credit Policy

Policy Name: Transfer and Acceptance of Graduate Credit

Policy Purpose

This policy specifies the process for a credit to be reviewed, transferred, and accepted by the ETSU Graduate School for a specific graduate program or certificate.

Applicability

This policy is applicable to admitted and enrolled students in the Graduate School. This policy does not apply to students who are exclusively enrolled in Quillen College of Medicine for the M.D. degree or the Gatton College of Pharmacy for the Pharm.D. degree.

Responsible Official, Office, and Interpretation

The Dean of the Graduate School and Graduate Council are responsible for the review and revision of this policy. For questions about this policy, please contact the Dean of the Graduate School. The Provost, in consultation with the Office of University Counsel, has the final authority to interpret this policy.

Defined Terms

A defined term has a specific meaning within the context of this policy.

Articulation Agreements

Plans of specified transfer credit from one program (typically a certificate) into another. Articulation Agreements are approved in the curriculum process.

Approved Agency

An institution accredited by an Approved Agency as defined in ETSU's [Approved Agency Policy](#).

Census Date

The Census Date as indicated on the ETSU Academic Calendar.

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Cumulative GPA

Cumulative GPA is the average of grades from all graduate coursework at ETSU.

Graduation Term

The semester and academic year in which the student intends to graduate (e.g., Fall 2026, Spring 2027, Summer 2027)

Matriculation Limit

The limit defined in the policy on [Graduate School Matriculation \(Time\) Limits](#).

Program GPA

Program GPA is the average of grades earned in courses included in the program of study for a specific graduate degree at ETSU.

Program of Study

All courses, total number of credits, and any program requirements needed to complete a degree or certificate

Transfer Credit

Credit earned at another institution that has not been applied to previously awarded degree. Credit earned as part of ETSU – TTU joint programs is not considered Transfer Credit and does not fall under this policy.

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Policy

The Dean of the Graduate School or designee must approve all transfers of graduate credit. The decision of the Dean of the Graduate School (or designee) is final.

1. Petitioning for Transfer of Graduate Credits.

A student may petition for graduate credit that has not been previously applied to a graduate degree or certificate to be transferred from an institution accredited by an Approved Agency. Credits from an international institution will be considered on a case-by-case basis. A student must have earned a grade of “B” (or equivalent) or higher in the requested transfer credits. A grade of “B-” (or equivalent) or lower will not transfer, although there is a possible exception when a course for transfer is taken during a student’s Graduation Term as indicated below in this policy.

Students who have earned credits as part of a prior graduate degree at ETSU or another institution will review and follow the steps outlined in the [Graduate School Reduction and/or Substitution of Credits for a Subsequent Graduate Degree Policy](#).

Students who earned prior graduate credits at ETSU that were not used to award a degree or certificate may apply those credits to a new Program of Study as permitted under the [Graduate School Application of Prior Graduate Degrees Earned at ETSU Policy](#).

2. Transfer Credits Impact on Grade Point Average (GPA).

Transfer credits from coursework earned at another institution will not be computed in the Graduate Cumulative GPA or Program GPA per the [Graduate School Determination of Graduate Grade Point Average Policy](#).

3. Recommendation of Graduate Coordinator.

The Graduate Program Coordinator or designee will determine the amount of credit permitted to transfer towards a specific degree program or certificate up to the limits described in this policy and make a recommendation to the Dean (or designee) of the Graduate School.

4. Amount of Transferrable Credit.

For any degree or certificate program, no more than fifty percent (50%) of all credits required in the Program of Study may be transferred for credit.

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5. Transfer of Credits Taken Prior to the Student's Graduation Term.

Transfer of credit taken prior to a student's Graduation Term cannot be initiated after Census of the intended Graduation Term. Official transcripts showing the final grade for the transferred course must be received no later than the 7th week following the start of full-term classes in the semester of graduation.

6. Transfer of Credits Taken During the Student's Graduation Term.

Credit intended for transfer that is taken during a student's Graduation Term may be initiated after Census.

If course(s) are taken in the Graduation Term, official transcripts must be received by the administrative degree conferral deadline as defined by the Registrar's Office.

7. Credits not Eligible for Transfer.

The following credits are not eligible for transfer:

- 7.1. Extension, continuing education credits, or non-credit courses;
- 7.2. Credit earned prior to the degree Matriculation (Time) Limits; and
- 7.3. Credits earned as part of a prior graduate degree or certificate at ETSU or another institution cannot be transferred; however, they can be applied toward a reduction of credit for second graduate program following the [Graduate School Reduction and/or Substitution of Credits for a Subsequent Graduate Degree Policy](#).

8. Revalidation of Transfer Credits.

Transfer credits cannot be revalidated if they later exceed the Matriculation (Time) Limits per the [Graduate School Matriculation \(Time\) Limit Policy](#).

9. Credits Applied to Program of Study.

Although a transfer credit may fulfill a Program of Study requirement, it may not fulfill all of the credits needed in the Program of Study. For example, if a 3-credit course is being accepted to fulfill a required course, but the ETSU program of study requires a 4-credit course, the student may not have enough total credits in the Program of Study. If that is the case, the student must meet or exceed the total number of credits required to award the degree.

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10. Accommodations.

To the extent possible, the Dean of the Graduate School (or designee) may grant, in the Dean's discretion, reasonable accommodations to the requirements of this policy.

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Procedures

1. Petition for Transfer of Graduate Credits.

To petition for the transfer of credits already taken, a student: (1) fills out the [Application for Transfer of Graduate Credit](#) Form; and (2) submits the form and applicable supporting documentation to the graduate program coordinator (or designee).

The graduate program coordinator (or designee) reviews the request and documentation and makes a recommendation to the Dean of the Graduate School or designee. The Dean of the Graduate School or designee approves or denies the request. A graduate enrollment specialist notifies the student.

2. Credit Evaluation.

The graduate program coordinator evaluates credits requested for transfer with respect to content, learning outcomes, and credits. Prior to approving transfer credit, the graduate program coordinator may request the student submit supporting documentation (e.g., syllabus).

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Applicable Forms and Websites

[Application for Transfer of Graduate Credit](#)

Authority and Revisions

Authority: TCA § 49-8-203, et seq.

Previous Policy: N/A

The ETSU Board of Trustees is charged with policy making pursuant to TCA § 49-8-203, et seq. On March 24, 2017, the Board delegated its authority to ETSU's President to establish certain policies and procedures for educational program and other operations of the University, including this policy. The delegation of authority and required process for revision to this policy can be found on the [Policy Development and Rule Making Policy webpage](#).

To suggest a revision to this policy, please contact the responsible official indicated in this policy. Before a substantive change to the policy section may take effect, the requested changes must be: (1) approved by the responsible office; (2) reviewed by the Office of University Counsel for legal sufficiency; (3) posted for public comment; (4) approved by either Academic Council or University Council; and (5) approved by ETSU's President.