



## Policy Directory

Responsible Division: Academic Affairs

Responsible Office: Graduate Studies

Issue/Revision Date: 12/01/2017

## **Policy Title: Transfer of Credits**

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Policy: *The Graduate School policy on Transfer of Credit* contains the policies and regulations of the Alcorn State University Office of Graduate Studies. This policy has been established by the Graduate School Graduate Council to ensure consistent standards across Graduate programs.

### **TRANSFER OF CREDIT**

Regardless of the degree option selected by the student, a minimum of 27 semester hours for the master's degree (33 semester credit hour programs), 45 semester hours for 51 credit hour programs, 54 semester hours for 60 credit hour programs, and 33 semester hours for the specialist degree must be earned in residence at Alcorn State University.

The unconditionally admitted student is allowed to transfer a maximum of six semester hours of graduate credits from an accredited institution in which grades of 'B' or better are earned. These courses must have been taken at an accredited graduate degree-granting institution. All credits to be transferred should be approved by the student's academic advisor, department chairperson and the administrator of the Office of Graduate Studies. Official transcripts of transfer credits must be on file at the university prior to acceptance of the transfer credits for approval. The student's advisor must submit the appropriate Transfer of Credits form, official transcript from the transferring institution, copies of course descriptions from the transferring institution and Alcorn for review in this approval process. If the courses are approved, they will be posted to the student's transcript.

Courses are not allowable for transfer to Alcorn to replace deficient grades received in the student's program of study.