**AY18-30-C**

**FACULTY SENATE ISSUE FORM**

<table>
<thead>
<tr>
<th>Date Submitted:</th>
<th>March 28, 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title of Issue</td>
<td>Proposed Revisions to the Graduate Credits by Transfer Policy</td>
</tr>
</tbody>
</table>

**Description of Issue:** The Graduate School recommends significant changes to this policy so as to bring greater flexibility to the graduate admissions process. The changes have been approved by the Graduate Administrators Council. Approval is pending with the Deans’ Council.

**Rational for Submission:** The proposed revisions allow for the internal transfer of more than 12 graduate credits in the case of students moving from graduate certificate programs into graduate degree programs. They further allow for more than 12 credits to be transferred into a graduate program from outside the University with the appropriate justifications and approvals. Lastly, the revisions allow for the relocation of advanced doctoral students who are following faculty newly hired at the University.

**Name:** Judy Bowman, submitted on behalf of Robert Wojtowicz  
**Department:** Academic Affairs  
**Date:** March 28, 2019  
**Signature:**
Graduate Credits by Transfer

A maximum of twelve (12) semester hours of graduate credit earned as a non-degree graduate student at Old Dominion University may be applied toward a graduate degree program; additional credits may be applied from approved graduate certificate programs. An extra combined maximum of twelve (12) graduate credits may be applied toward a graduate degree program from another accredited institution or through Prior Learning Assessment (see the Graduate Catalog Policy on “Prior Learning Assessment Credit Options at the Graduate Level”). Programs may grant exceptions in the case of approved inter-institutional programs or in extraordinary circumstances with the approval of the dean or designee of the Graduate School. Students beginning their graduate studies at another institution and wishing to follow their faculty mentors who may have relocated to Old Dominion University will have their total allowances for transfer credits evaluated on a case-by-case basis and approved by the dean or designee of the Graduate School. Without exception, a majority of the total credits for the completion of a graduate degree or graduate certificate must be earned at Old Dominion University (see the Graduate Catalog Policy on “Institutional Credit Requirements for Graduate Degrees and Graduate Certificates”). Transfer credit will be given only for those courses that are certified as being applicable toward a comparable degree or certificate at the institution that offered the courses, and that were completed with a grade of B or better. Specifically, in-service courses that are established especially for groups of teachers and are not intended by the home institution to be part of a degree program will not be acceptable for transfer at Old Dominion University. Exceptions to this regulation may be made only with the approval of the graduate program director and, the dean of the college. In case of doubt, it is the responsibility of the student to show that the course in question would be acceptable toward a comparable degree at the home institution.

No credit toward a graduate degree may be obtained by examination (except through the Prior Learning Assessment options noted above) or correspondence study.

Students who wishes to transfer credit earned prior to admission to a degree program at Old Dominion University must submit a special request for evaluation of transfer credits through the graduate program director to the Office of the University Registrar. Following admission to a degree program, students must obtain written permission from the graduate program director before registering for a course at another institution with the intention of transferring the credit for that course toward a graduate degree at Old Dominion University.

In no case is a transfer of credit final without the signed approval of the graduate program director and the academic dean on the Evaluation of Transfer Credits Form.
Graduate Credits by Transfer

A maximum of twelve (12) semester hours of graduate credit earned as a non-degree graduate student at Old Dominion University may be applied toward a graduate degree program; additional credits may be applied from approved graduate certificate programs. An extra combined maximum of twelve (12) graduate credits may be applied toward a graduate degree program from another accredited institution or through Prior Learning Assessment (see the Graduate Catalog Policy on “Prior Learning Assessment Credit Options at the Graduate Level”). Programs may grant exceptions in the case of approved inter-institutional programs or in extraordinary circumstances with the approval of the dean or designee of the Graduate School. Students beginning their graduate studies at another institution and wishing to follow their faculty mentors who may have relocated to Old Dominion University will have their total allowances for transfer credits evaluated on a case-by-case basis and approved by the dean or designee of the Graduate School. Without exception, a majority of the total credits for the completion of a graduate degree or graduate certificate must be earned at Old Dominion University (see the Graduate Catalog Policy on “Institutional Credit Requirements for Graduate Degrees and Graduate Certificates”). Transfer credit will be given only for those courses that are certified as being applicable toward a comparable degree or certificate at the institution that offered the courses, and that were completed with a grade of B or better. Specifically, in-service courses that are established especially for groups of teachers and are not intended by the home institution to be part of a degree program will not be acceptable for transfer at Old Dominion University. Exceptions to this regulation may be made only with the approval of the graduate program director and, the dean of the college. In case of doubt, it is the responsibility of the student to show that the course in question would be acceptable toward a comparable degree at the home institution.

No credit toward a graduate degree may be obtained by examination (except through the Prior Learning Assessment options noted above) or correspondence study.

Students who wishes to transfer credit earned prior to admission to a degree program at Old Dominion University must submit a special request for evaluation of transfer credits through the graduate program director to the Office of the University Registrar. Following admission to a degree program, students must obtain written permission from the graduate program director before registering for a course at another institution with the intention of transferring the credit for that course toward a graduate degree at Old Dominion University.

In no case is a transfer of credit final without the signed approval of the graduate program director and the academic dean on the Evaluation of Transfer Credits Form.