

# Transfer Credit Policy

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Transfer credit is defined as credit earned at an institution other than UW-Green Bay that is to be applied to UW-Green Bay graduate degree requirements. Acceptance of transfer credits is determined by the graduate program chair and faculty, who will also develop a program plan which includes the credits as part of a coherent and complete program of study to earn a graduate degree. Acceptance of the transfer credits is subject to review by the Associate Vice Chancellor for Graduate Studies and Research.

Up to 50% of graduate coursework can be completed at institutions accredited by a regional or national accrediting organization recognized by the Council for Higher Education Accreditation (CHEA) and applied toward a UW-Green Bay graduate degree. Individual programs may accept fewer credits or may deny all transfer credit requests. Transfer courses can be approved by graduate faculty as direct equivalencies (i.e. similar in nature, level, and content to a course in our graduate curriculum) to UW-Green Bay graduate courses. If granted as graduate elective credit to meet a program requirement, a course substitution is made.

*Foreign institutions must be recognized by the Ministry of Education in that country.* To receive credit for courses that you have taken at another college or university outside the United States, students should must submit their academic records to a professional evaluation service currently recognized by NACES ([www.naces.org](http://www.naces.org) (<http://www.naces.org/>)) for review. UW-Green Bay recommends one of the following evaluation services:

- Educational Credential Evaluators (ECE) <http://www.ece.org/>
- World Education Services (WES) <http://www.wes.org/>

All outcomes, once approved, should be forwarded to the Office of the Registrar to be transacted on the academic record. All remaining coursework must be completed at UW-Green Bay, with the total UW-Green Bay credits accounting for a minimum of 50% of the required program credits.

General guidelines for evaluating potential transfer credits are:

- No more than 50% of a program's required credits of graduate work may be accepted as transfer credits.
- A letter grade of A or B must be earned in each course transferred.
- The courses must contribute to a coherent program of study.
- All credits transferred must be graduate credits.
- The institution granting the credit must be regionally accredited at the master's degree level or higher.
- The credits must be reasonably recent, usually earned within the five years prior to admission.
- Credits earned through extension courses offered or sponsored by universities outside of the state of Wisconsin will be subject to particular scrutiny.
- Credits earned under conditions that make them unacceptable toward a degree at the institution where the credits were earned will not be accepted by UW-Green Bay.
- Credits earned at the graduate level through Credit for Prior Learning process (e.g., standardized examinations, challenge exams, portfolio development, may not be used to satisfy UW-Green Bay Degree Residency Requirements).