

# Acceptance of Credit by Transfer

**Master's degrees.** If graduate credit earned at an accredited institution constitutes a logical part of the student's program, transfer of credit may be allowed when recommended by the student's major professor and graduate coordinator, and when approved by the dean of the Graduate School. Such transfer of credit cannot exceed six semester hours and must fall within the time limit of the degree. Transfer credit cannot be used to fulfill the requirement that 12 semester hours on the program of study be open only to graduate students. No grade below B may be transferred. The courses to be transferred may not have been used in a degree program at another institution. Transfer grades are not used in calculating cumulative averages. All requests for transfer credit, with accompanying official transcripts, must be in the Graduate School by the midpoint of the semester in which the student plans to graduate.

**Specialist in Education degrees.** Specialist in Education degree candidates may transfer up to 6 hours from an accredited institution where the student had been fully admitted into an Ed.S. degree program. This credit must meet the same criteria as credit transferred for master's degrees.

**Doctoral degrees.** No courses taken at another institution prior to admission to the doctoral degree program at The University of Georgia are eligible for transfer. A maximum of nine hours of credit earned after admission to UGA may be transferred pursuant to the following guidelines. If graduate credit earned at an accredited institution constitutes a logical part of the student's program, transfer of credit may be allowed when recommended by the student's major professor, advisory committee, graduate coordinator, and when approved by the dean of the Graduate School. Such transfer of credit must fall within the time limit of the degree. No grade below B may be transferred. The courses to be transferred may not have been used in a degree program at another institution. Transfer credit may not be used to satisfy the residency requirement. If the residency requirement has not been satisfied and the transfer course is taken during the Fall or Spring semester, a "break" in residency will occur unless the student is also registered at UGA. Transferred courses may not be included in the 16 hours of 8000- and 9000- level credit on the program of study. Transfer grades are not used in calculating cumulative averages. All requests for transfer credit, with accompanying official transcripts, must be in the Graduate School at least 30 days prior to the time the student plans to graduate.

<http://grad.uga.edu/index.php/current-students/policies-procedures/academics/acceptance-of-credit-by-transfer/>

For CS Graduate students:

1. Submit transcripts with an email explaining course equivalency to professor who teaches course. Send their confirmation to your Major Professor and Graduate Coordinator.
2. Secure an email confirmation of approval from Major Professor and CS Graduate Coordinator ( Dr. John Miller [jam@cs.uga.edu](mailto:jam@cs.uga.edu)) indicating waiving the course or not and send by email to CS Graduate Program Administrator, Samantha Varghese [slvargh@uga.edu](mailto:slvargh@uga.edu).

NOTE: Student is still responsible for meeting all degree requirements for Program of Study and for graduation with the degree.