

GRADUATE TRANSFER

Graduate and Doctoral Transfer Policy

Students must submit official transcripts from all post-secondary institutions attended to the Judson University Registrar. This includes courses completed for dual credit; high school transcripts will not be evaluated for college credit. Students transferring courses from institutions outside of the U.S. must submit an official AACRAO or NACES evaluation.

Grades for transfer courses are calculated in the summary GPA and are used for determining qualification for graduation.

Courses with a grade of P (pass) or S (satisfactory) will not transfer. Vocational or technical courses may not apply to graduate or doctoral programs. Undergraduate courses may not transfer to meet a graduate requirement. Program Chairs, in consultation with the University Registrar, will evaluate graduate-level coursework to determine transfer eligibility and equivalencies. The time limit for appeal of a course evaluation is one semester after matriculation to Judson University.

A maximum of 6 credit hours may transfer into a master's program, excluding the Master of Education. Students in the Master of Education in Literacy program may not use credit awarded by outside institutions to count toward the graduate requirements at Judson.

A maximum of 12 credit hours may transfer into a doctoral program. Courses approved for transfer must have been completed within five years of the student's matriculation. Candidates requesting transfer hours must make their request in writing to the Program Director a minimum of 90 days prior to matriculation.

Advanced Transfer Approval

Transfer credit in graduate and doctoral programs will not be considered once a candidate has matriculated. In rare instances, the University Graduate Academic Policies Committee may, at the Program Director's request and with the support of the University Registrar, review and approve an exception to this policy based on unusual circumstances, compelling evidence, and strong rationale.