

# TRANSFER WORK

For more information, contact:

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## Office of Graduate Studies Transfer Work Factsheet

Graduate students at Texas A&M University may be allowed, upon the advice of their Advisory Committee and Department Head, to apply transfer courses taken at other universities to their current degree plan. The grades earned for transfer courses are **not** used in calculating the Grade Point Ratio (GPR).

In order to use transfer courses on your degree plan, the courses must have been taken in residence at an accredited U.S. institution or an approved international institution. In addition, you must have earned a grade of "B" or better, and you must have been in degree-seeking status at either that institution or at Texas A&M University at the time the course(s) were taken.

The following is a summary of the major constraints on graduate credit when transfer issues are involved.

1. The current *Graduate Catalog* provides no limitation on the number of hours that may be transferred at the Doctoral level. Other constraints that apply to Master's work also apply to Doctoral work. The current *Graduate Catalog* limits transfer work for Master's students to 12 hours or one third of the total hours required on the student's degree plan. In addition, there is a limitation of 12 hours of the combination of transfer hours and Special Topics courses. For complete information on limitation of course work, please refer to the current *Graduate Catalog*.
2. Basic limitations or constraints on transfer work for graduate degrees include the following:
  - Academic work used toward a previous degree may *not* be used again.
  - Any work considered for transfer to TAMU must be from an accredited or recognized institution, or in the case of international institutions, officially recognized by the home country.
  - The same time limits (7 years for Master's and 10 years for Doctoral) that apply to courses taken at A&M apply to transfer work.
  - Any work considered for transfer must be taken for a letter grade, and a final grade of "B" or better is required.
  - The student must have been in degree-seeking status at the time the work was taken either at TAMU or the host institution, and the course(s) must be applicable for graduate credit at the host institution.
  - Academic work taken by extension or via continuing education is NOT eligible for transfer credit at the graduate level.
  - Any transfer work is subject to review, consideration, and approval of the student's graduate advisory committee, department head, college dean, and the Office of Graduate Studies.

# Q&A

**Q** *How do I list transfer courses on my degree plan?*

**A** Group them together on the degree plan and identify with an asterisk. Clearly indicate from which university they are being transferred. List them exactly as they appear on the transcript from that institution. Be sure to reduce Quarter Hours to Semester Hours.

**Q** *The course I want to transfer was taken in Quarter Hours. How do I convert it to Semester Hours?*

**A** One Quarter Hour equals 2/3 of a semester hour. You may round to the nearest whole number.

**Q** *How are courses transferred?*

**A** Transfer work will not appear on your Texas A&M transcript until a degree plan including the transfer work has been approved by the Office of Graduate Studies. Once the degree plan with the transfer work has been approved, OGS will request that approved transfer courses be added to your TAMU transcript.

**Q** *How do I add transfer work if my degree plan has already been approved?*

**A** By filing a petition with the Office of Graduate Studies requesting that the transfer courses be added to the degree plan.

**Q** *How do I know if an institution is accredited or approved?*

**A** Verify its status with either Graduate Admissions or International Admissions.

**Q** *What if I have not yet taken the transfer course, but plan to do so?*

**A** List the course on your degree plan or petition just as you would other transfer courses, but indicate that the course is "To Be Taken" and the university where it will be taken.

**Q** *The course I want to transfer was taken prior to the conferral of my degree, but was not applied to my degree. What do I need to do?*

**A** Contact the registrar's office at the institution where the course was taken. A letter must be sent directly to OGS from the registrar's office where the course was taken stating that the course was not applied to the degree received.

**Q** *May I take a course at another institution and transfer it to TAMU during the semester I plan to graduate?*

**A** Doctoral students may not take transfer courses in their final semester because it would delay admission to candidacy. Master's students may take a transfer course during their final semester, but should be advised that a delay in the receipt of the final official transcript for the course may mean that you will have to postpone graduation for a semester.

If you have additional questions, you may contact the Office of Graduate Studies (OGS) at (979)845-3631, or you may e-mail the staff at [OGS@TAMU.EDU](mailto:OGS@TAMU.EDU).

This supplement should be used only in conjunction with the *Graduate Catalog* and *Texas A&M University Student Rules*.

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