Policies and Procedures: How to Transfer Graduate Credits Earned Outside of Teachers College

How does it work?

The process of obtaining transfer credits from a graduate institution other than Teachers College happens in 5 steps:

1. Submit a “Request for an Allocation of Graduate Credits” Form to the Office of Admission.
2. The Transfer Credit Coordinator determines which courses are eligible for transfer.
3. A list of eligible coursework is sent to your department for a second review.
4. From the list of eligible courses, the student’s advisor chooses which courses are approved for transfer. Advisors evaluate for content and determine whether the courses are relevant to your current program. The advisor totals the number of credits approved and sends the information back to the Transfer Credit Coordinator.
5. The Transfer Credit Coordinator sends the official award letter notifying the student of the outcome of the request. Copies are sent to the department, to the Registrar’s Office, and to the Office of Doctoral Studies (if applicable). Approved allocations of graduate credits will not appear on your transcript.

Who should request an allocation of external graduate credits?

- Only TC students who are presently matriculated and registered in a degree granting program or who have been accepted and have informed the TC Office of Admission of their promise to register in an upcoming semester will be evaluated for advanced standing.
- Students enrolled in a Master of Arts program are not permitted to allocate external credits toward their TC degree under any circumstances.
- Do not fill out a request form if you only want to “waive” a course requirement for your program. Waiving a course is handled through your department by your advisor.
- Do not fill out a request form if you wish to transfer credits from one TC degree program to another TC degree program. This is an academic decision that is made between your advisor and the Registrar. It does not involve the Office of Admission.

If you have further questions, please consult Appendix A of the Teachers College Requirements for the Degree of Doctor of Philosophy or Requirements for the Degree of Doctor of Education. These guides are available in the Office of Doctoral Studies.
How many credits can I transfer?

<table>
<thead>
<tr>
<th>Degree Program</th>
<th>Amount of Credits Required to Graduate</th>
<th>Maximum Amount of Transfer Credits Allowed*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master of Arts (M.A.)</td>
<td>32-45</td>
<td>0</td>
</tr>
<tr>
<td>Master of Science (M.S.)</td>
<td>60</td>
<td>30</td>
</tr>
<tr>
<td>Master of Education (Ed.M.)</td>
<td>60</td>
<td>30</td>
</tr>
<tr>
<td>Doctor of Philosophy (Ph.D.)</td>
<td>75</td>
<td>30</td>
</tr>
<tr>
<td>Doctor of Education (Ed.D.)</td>
<td>90</td>
<td>45</td>
</tr>
</tbody>
</table>

* Please note: Certain specific programs allow fewer transfer credits than the maximums listed.

What requirements are there?

Transcript criteria for transferring credits for ALL STUDENTS:

- Original, official **final** transcripts must be on file for all schools in order to process your request. Copies will not be accepted. Transcripts must arrive in a signed, sealed, unopened envelope. You do not need to submit additional original documents if you submitted **final** versions of them with your application for admission. Coursework cannot be considered if there is no grade listed on the transcript we have on file (i.e. the course is listed as “in-progress”).
- The school attended must be regionally accredited.
- The dates of attendance must be on the transcript.
- The official transcript must indicate that the course is a **graduate level** course.
  - **Undergraduate level courses are not transferable under any circumstances.**
  - If a course is defined on the transcript and/or key as open to both undergraduates and graduates, it will be considered for advanced standing **only** if the student was matriculated in a graduate degree program at the time of taking the course **and** the course applies toward that degree.
- Transcript or key must state the weeks in a term.
  - Please note that TC uses the **semester system**. If the points on the transcript are not semester credits (i.e. quarter points), the Office of Admission will convert them into semester credits. Only semester credits will appear on the evaluation.
- The course must have been taken for credit with the earned credit stated on the transcript.
• The course grade must be a "B" or better. If the grade is Pass or Satisfactory, additional documentation may be needed to deem the coursework eligible for transfer.

• Only one course with the same number/name will be considered for transfer credit. We can only consider the duplicate course(s) as distinct if the content of the course is different. This differential must be stated on the transcript or in original, supplemental documentation from the class instructor or from the institution’s registrar.

• Courses such as an independent study, independent research, internship, fieldwork, practicum, workshop, thesis credit and clinical experience (or courses with similar definition) may be eligible for transfer allocation. Additional documentation may be required.

Additional requirements for transferring credits from an INTERNATIONAL institution:

• If credit hours are in some form other than a U.S. semester, quarter, etc., then class hours, length of term and credits earned must be on the transcript or in supporting, official documentation.

• For international coursework taken in a country whose official language is not English, we require original, certified transcripts and diplomas in the native language from each school attended or notarized copies (by officials of the school attended only). In addition, we require original, notarized, literal, word for word English translations prepared from the original transcripts and diplomas in the native language and translated by officials in the school attended or a recognized translation service.

Additional requirements for transferring credits for coursework taken as an UNDERGRADUATE OR NON-DEGREE SEEKING student:

• If a graduate course was taken while the student was an undergraduate, the transcript must clearly indicate that this course was not used to partially satisfy any total credit or content (core, major, etc.) requirements for the baccalaureate degree. If this is not evident from the transcript alone, additional documentation must be submitted to the Office of Admission in order to be considered for allocation.

• Coursework open to both undergraduates and graduates cannot be considered for allocation if the student was enrolled in an undergraduate degree program or classified as non-degree seeking. Only graduate level coursework is eligible for transfer.

If you have questions about the evaluation of transfer credits please contact:
Rachel Soares • Transfer Credit Coordinator • (212) 678-6612 • soares@tc.edu