

Transfer of Credit

Graduate Transfer Credit

Transfer credits applicable to all graduate degrees are subject to the following requirements:

- The receipt and coordination of the evaluation of graduate transfer credits is the responsibility of the Graduate School. The department chairperson for the graduate program to which a student is enrolled has ultimate authority in determining which courses are applicable toward the requirements for that degree at UWF. Exact course equivalents are determined in consultation with the departments.
- Students may request reconsideration of a transfer credit evaluation. Such requests must be directed to the Graduate School.
- UWF will only accept transfer credits from those institutions whose accrediting agency is included on the [list of approved accrediting agencies](#) at the time the credits were earned. For applicability to a given degree program, departments may specify that transfer credits must be earned at an institution accredited by a specific accrediting agency.
- Students with credits from institutions whose accrediting agency is not included on the list of approved accrediting agencies at the time the credits were earned may petition the Graduate School for a re-evaluation of the credits earned at such institutions.
- UWF reserves the right to evaluate specific courses and deny graduate transfer credit.

UWF List of Approved Accrediting Agencies for Acceptance of Transfer Credit

- Accrediting Commission for Community and Junior Colleges (ACCJC) Western Association of Schools and College
- Higher Learning Commission (HLC)
- Middle States Commission of Higher Education (MSCHE)
- New England Commission of Higher Education (NECHE)
- Northwest Commission on Colleges and Universities (NWCCU)
- Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
- WASC Senior College and University Commission (WSCUC)

*[UWF/REG 3.033](#)

Addendum 07/26/2024

- Students whose programs consist of 30 to 36 semester hours may have a maximum of nine semester hours with a combination of credit by transfer and credit by proficiency, with no more than six semester hours (or two courses, whichever is greater in credit) from either category (transfer or proficiency) accepted toward their program requirements. The department chairperson must authorize the application of such credits.
- Students whose programs consist of more than 36 semester hours may have a maximum of 12 semester hours with a combination of credit by transfer and credit by proficiency, with no more than 10 semester hours by transfer and no more than 6 semester hours or two courses (whichever is greater in credit) by proficiency toward their program requirements. The department chairperson must authorize the application of such credits.

Master's and Specialist

In addition to the general [Graduate Transfer Credit](#) (p. 1) requirements, transfer credits applicable to master's and specialist degrees are subject to the following requirements:

- Graduate credits may be transferred into a UWF master's degree program only when a grade of "B" or higher was earned in the graduate work to be transferred and when the credits were completed within six years from the date the UWF graduate degree is awarded. The department offering the degree program may recommend that transfer courses which were taken more than six years before the degree is to be awarded may be included in the student's program of study if the department validates that the student has current knowledge related to the course subject matter.
- Graduate transfer credit applicable to a specialist degree must have been earned within five years of the date of admission to the UWF specialist degree program and be approved by a student's academic department.
- Students whose programs consist of 30 to 36 semester hours may have a maximum of six semester hours or two courses (whichever is greater in credit) of graduate work at other universities accepted toward their program requirements at UWF. The department chairperson's permission is required for the credits to be accepted.
- Students whose programs consist of more than 36 semester hours may have a maximum of 10 semester hours of graduate work from other universities accepted toward their program requirements at UWF. The department chairperson's permission is required for the credits to be accepted.

*[UWF/REG 3.033](#)

Doctoral

In addition to the general [Graduate Transfer Credit](#) (p. 1) requirements, transfer credits applicable to doctoral degrees are subject to the following requirements.

Ed.D.

- Students who have completed an Educational Specialist (Ed.S.) degree at the University of West Florida within the previous five years can transfer a maximum of 36 semester hours into the Ed.D. program.
- Students are eligible to transfer a maximum of 6 semester hours of graduate work from other universities to the Ed.D. program.
- Students requesting to transfer coursework from other institutions will be advised on an individual basis.
- Graduate transfer credit applicable to the UWF Ed.D. program must have been earned within three years of the date of admission, but no more than seven years at the point of graduation, to the UWF graduate program and be approved by a student's academic department.
- All hours transferred into the Ed.D. program must align with the professional core and specialization course requirements. Exceptions regarding transfer credits for the Ed.D. students will be determined by the Ed.D. Program Committee and UWF Graduate School.
- Students choosing to petition for a larger number of hours to be credited to the Ed.D. program must submit an "Ed.D. Student

Petition" form to the Ed.D. Program Office. This form can be obtained through [Doctoral Support Center](#).

- Refer to the [Ed.D. Degree Requirements](#) for more information.

Ph.D.

- The department chairperson for the graduate program in which a student is enrolled has ultimate authority in determining which courses are applicable toward the requirements for that degree at UWF.
- Students entering the program with a previously earned approved graduate degree are eligible to transfer a maximum of six (6) semester hours of graduate coursework from another institution.
- Students who do not hold a relevant graduate degree in an approved area may apply a maximum of 24 semester hours of relevant graduate coursework from another institution toward the 30 hours of preparatory coursework requirement.
- The program director's permission is required for the credits to be accepted. Students may petition for a greater number of hours to be credited to the Ph.D. program. Exceptions on transfer work will be determined by the Ph.D. Program Director and must be approved by the Graduate School.
- Refer to the [Ph.D. Degree Requirements](#) for more information.

*UWF/REG 3.033

Certificates

Upon approval of the chair of the department offering the certificate, students may transfer one course (normally 3 semester hours) with equivalent content from an institution whose accrediting agency is included on the [list of approved accrediting agencies](#) or a course with equivalent content from an institution meeting standards equivalent to those institutions whose accrediting agency is included on the list of approved accrediting agencies. Course applicability will be determined by the offering department(s).

UWF List of Approved Accrediting Agencies for Acceptance of Transfer Credit

- Accrediting Commission for Community and Junior Colleges (ACCJC) Western Association of Schools and College
- Higher Learning Commission (HLC)
- Middle States Commission of Higher Education (MSCHE)
- New England Commission of Higher Education (NECHE)
- Northwest Commission on Colleges and Universities (NWCCU)
- Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
- WASC Senior College and University Commission (WSCUC)

*UWF/REG 3.033

Traveling Scholar Program

The University participates in a traveling scholar program which enables graduate students to take advantage of special resources available on another campus, but not available on the home campus. Examples are special course offerings, research opportunities, unique laboratories, and library collections.

A traveling scholar's graduate advisor will approach an appropriate faculty member at the proposed host institution and recommend the scholar for a visiting arrangement. After agreement by the student's advisor and the faculty member at the host institution, graduate deans of both institutions will be fully informed by the advisor and have the power to approve or disapprove. A student will register at the host

institution and will pay tuition and/or registration fees according to fee schedules established at that institution. Credit for the work taken will be recorded at the home University.

Each university retains its full right to accept or reject any student who wishes to study under its auspices. A traveling scholar will normally be limited to one term on the campus of the host institution. A traveling scholar accepted by the host institution will be regarded as being registered at that institution for the period.

A traveling scholar is not entitled to displacement allowance, mileage, or per diem payments. The home university, however, may at its option continue its financial support of the traveling scholar in the form of a fellowship or graduate assistantship with any work obligation to be discharged either at the home or at the host institution.