

## Transfer Credit Policies - Graduate

Academic Affairs

Academic

Policy Owner: Provost and Vice President for Academic Affairs

*Effective date:* March 5, 2025

*Approval date:* 2025

*Schedule for Review:* 2030

### Policy Statement:

Students who have completed graduate-level courses at institutions other than Fort Lewis College may request an evaluation for potential transfer credit applicability in an FLC graduate degree or graduate certificate program. The maximum number of credits accepted for transfer will be nine credits for a graduate degree program and six credits for a graduate certificate program. Credits will not be accepted for transfer if: 1) the course was not completed at a regionally accredited college or university with a comparable program; 2) the course grade was less than B-; or 3) the course was completed more than six years prior to the date of admission.

Departments evaluate prior coursework on a case-by-case basis. The department may require a course syllabus to determine eligibility for credits to transfer. The department's recommendation will be reviewed following the standard policies and procedures of the Registrar's Office. This review will be completed in four to six weeks after receipt of the official transcript(s) from the department. The Registrar's Office will send official notification of the transfer of credit by email. Grades of credits accepted for transfer will not be included in the calculation of the Fort Lewis College grade point average.

### Review and Revision History:

New policy approved 2/26/2025