This Operating Instruction conveys the Graduate School’s policy for transferring graduate credit for courses taken from other accredited institutions.

SUMMARY OF REVISIONS

This document has been edited to include an expiration date for course equivalencies in paragraph 3.1 and paragraph 3.5 was added to provide a stricter description of process of how credit is applied to degree requirements in accordance with the Higher Learning Commission’s Assumed Practice A.5.d.

1. References:

   - ENOI 36-104, *Policy for the Removal of Academic Deficiencies for Master’s Students*.
   - ENOI 36-114, *Requirements for the Doctor of Philosophy Degree*.
   - ENOI 36-135, *Requirements for Award of the Master’s Degree*.

2. Transfer of Credit from another Institution:

   2.1. Master’s degree students who have completed graduate work at other universities or colleges may petition their faculty advisor and curriculum chair to apply transfer credits towards their program in the Graduate School of Engineering and Management.

   2.1.1. The courses whose credits are being transferred must be directly applicable to the student’s degree/certificate program and satisfy the requirements specified in the student’s education plan. The request for transfer letter must state the rationale for how the requested
transfer credits apply to fulfill these requirements.

2.2. AFIT/EN does not accept transfer credit for PhD programs. PhD programs may be eligible for limited coursework waivers; see the Doctoral Policy Letter for guidance and restrictions on PhD coursework waivers.

3. Acceptable Transfer Courses, Credits and Grades:

3.1. Department faculty determine which, if any, courses are eligible for transfer. Determination of the institutional source, content and quality of course work as reflected by the accreditation held by the originating institution shall be the primary criteria used to assess the eligibility of a course for transfer.

3.1.1. A course which is determined to eligible for transfer will be classified as either (1) equivalent to a required course in a program’s curriculum, or (2) suitable as elective as part of a program’s curriculum. In the former instance, the transferred course will be described as having ‘course equivalence’ to the specific course taught within AFIT/EN. In the latter case, the transferred course will have a ‘course equivalence’ documented as ‘elective’ for the specific program. Note that the faculty advisor must determine the suitability of a transferrable course as an elective for a student’s specific program, as documented in paragraph 2.1.

3.1.2. Once a department finds that a course taught by an institution is suitable as a substitute for a required course/elective in a program’s curriculum, it will be documented as allowable as a substitute. It will remain allowable as a substitute for the required course/elective for a five-year period unless the department takes action to reassess the suitability of the course.

3.2. Transferred courses must be graduate level and a letter grade of "B" or better must have been awarded. No transfer credit will be awarded for coursework taken on a pass/fail basis.

3.3. Transferred courses and their credit may not include any course submitted and used for any previous degree. Students must provide evidence, if not apparent from the transcript, that the transferred course(s) were not used to fulfill requirements for any other degree. Transferred courses and their credit may have been part of a Graduate Certificate.

3.4. The maximum number of transferable credits is 12 graduate quarter hours per degree, or their semester hour equivalent. The number of credits transferred for coursework will be converted at the standard semester-to-quarter hour conversion (2/3 semester hours per quarter hour).

3.5. All coursework will be transferred according to standard course equivalency practice:

3.5.1. Courses from other institutions which have course equivalence to a specific course taught within AFIT/EN will be recorded as a valid substitute in the student’s academic record.

3.5.2. Coursework from other institutions which do not have a course equivalence to a
specific course taught within AFIT/EN will be assigned as a department elective using numbering system agreed upon by the department and the Registrar’s Office.

3.5.3. Courses from other institutions that have previously been evaluated and assigned a course equivalency will be recorded as such in the student’s academic record.

3.5.4. For degree evaluation purposes associated with transfer courses classified as electives, transfer course evaluations sent to the Registrar’s Office should be accompanied by course substitution forms for the student, if appropriate.

3.6. Credits are not transferable if they were earned more than five years prior to matriculation into the student’s AFIT/EN graduate program.

3.7. In general, neither the grades nor the credit hours will be used in computing the student’s cumulative grade point average. For this reason, only the hours, not the grades of courses are transferred. An exception to this instruction is described in ENOI 36-104, to remedy academic deficiencies.

3.8. A graduate research project, thesis or dissertation written under the direction of another school may not be transferred.

3.9. Full-time DoD sponsored students are still required to meet the residence requirements for their degree as defined in ENOI 36-135 and ENOI 36-114.

4. Approval Process:

4.1. The student must arrange for official transcripts to be sent directly to the Registrar’s Office. AFIT/EN requires original transcripts before transfer credit can be determined.

4.2. The student submits the request for transfer with justification as required by Paragraph 2.1.1, and with endorsements by their faculty advisor and the head of the appropriate department. The request should be made early in the academic program, and before the start of the graduation quarter, to ensure adequate time for resolution. The student must provide documentation (including course descriptions, syllabi and catalogs, if requested) of all post-secondary coursework that is to be considered for transfer credit. Documents may be submitted in languages other than English, but must be accompanied by a translation.

4.3. Final approval of the transferability of a course which is not documented as ‘approved’ already must be provided by the Academic Standards Committee. Department faculty shall provide the Academic Standards Committee with material required to make this assessment.

4.4. The Academic Standards Committee notifies the Registrar of the courses approved for transfer and states the course equivalence.

5. Consortia Agreements:

5.1. Agreements between AFIT and other academic institutions may modify provisions of this policy.
6. Policy Review:

6.1 This instruction shall be reviewed annually in consultation with the Director of Admissions / Registrar.

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