

FAQ—Transfer of Credit

Under what conditions would I benefit from transferring units of credit completed elsewhere?

Students working on a master's degree can reduce the number of units they must complete at UCSB by seeking to transfer a limited number of units earned elsewhere, subject to the conditions below. Since Graduate Council has not set a minimum unit requirement for the Ph.D., most doctoral students do not benefit from transferring units.

What if I do not wish to re-take courses here that are similar to ones that I completed in another graduate program?

The student should ask the departmental graduate advisor to evaluate your previous coursework as an acceptable substitute for courses required by the department. Be prepared to show the advisor a syllabus from the previous course; the department will have a copy of your previous transcript(s) on file (except for UC Extension courses). Departments are normally more interested in recognizing the competencies attained in previous coursework rather than in unit credit. If the graduate advisor agrees with your request, ask the advisor to write a memo granting your request, with a copy to you and a copy for your file in the department. This will save you the trouble and expense of a Graduate Student Petition. **If the department recognizes the "subject value" of previous coursework, you still must enroll in sufficient units to meet departmental and University unit requirements.**

Under what conditions can a student transfer units completed at other institutions?

Credit for upper division and graduate courses may be transferred to UCSB only if:

- The student completed at least one quarter in graduate standing at UCSB;
- The student was in graduate status and attended an accredited college when the courses were completed;
- The student left the program before completing a graduate degree;
- The units to be transferred were earned in upper division or graduate level courses completed with the grade of B or better;
- The departmental Graduate Advisor and Graduate Division approve the Graduate Student Petition.

If I meet the above conditions, how many units may I transfer to my UCSB transcript?

If the student attended an institution other than one of the other eight UC campuses, the student may transfer up to eight quarter-units. Up to twelve quarter-units may be transferred from another UC campus. (1 semester unit=1.5 quarter units.)

How will the units be reflected on my UCSB transcript? Will I get GPA credit?

With the exception of units completed through concurrent enrollment at UCSB Extension, transferred units will be treated as Passed/Not Passed unit and will not be counted in calculating the grade point average at UCSB. Students transferring units

outside of UCSB Extension's concurrent Enrollment get strictly unit credit, no grade points. A statement will be added to the student's transcript that indicates the number of units completed by the student and the name of the institution or program where they were completed and in what time period. Example: "Transfer 8 units completed at Harvard University (Fall 2001) to the Master of Science in Computer Science Effective Fall 2003"

UCSB courses completed by concurrent enrollment through UCSB Extension in Fall 2000 or thereafter will be included in the UC GPA if they are accepted toward the degree by the graduate department and Graduate Division.

Can I transfer graduate courses taken as an undergraduate?

No transfer credit is allowed for any course taken as an undergraduate. In addition, no courses taken during UCSB Summer Session will apply toward a graduate degree or teaching credential unless admission to graduate standing at UCSB was effective in the Summer or in a previous quarter.

Can courses completed through UC Extension's Concurrent Enrollment be transferred?

Students who had formally applied to a UCSB graduate degree program at the time they complete coursework through UC Extension's Concurrent Enrollment may transfer up to 12 units of credit to their graduate program if admitted. Students must petition their academic department and Graduate Division for approval. Units taken through concurrent enrollment prior to filing an application cannot be transferred.

How are courses taken at UCSB through UC Extension's Concurrent Enrollment expressed on the student's UCSB transcript if the units are approved for transfer?

Beginning Fall 2000, the title of the course, the number of units completed, and the grade earned are entered on the UCSB transcript along with the designation that they were completed through UCSB Extension's Concurrent Enrollment. For example, an Education course would be shown as follows: "Education 220SBX, 4.0 units, A+." (Note: Only coursework completed on the UCSB campus through UC Extension is eligible to be treated in this manner. Coursework completed on the UCSB campus through Concurrent Enrollment prior to Fall 2000 is ineligible to be treated in this manner).

Can a student take courses through UC Extension's Concurrent Enrollment once enrolled in a graduate program and transfer the units to UCSB?

No. Graduate students may not take courses through concurrent enrollment that can be completed through regular enrollment at UCSB. If such courses are taken, no unit credit will be counted toward fulfillment of degree requirements set by the UCSB Graduate Council.

Can a student enroll in and get credit for "special" courses offered through UC Extension?

Yes, **if** the course is not available through regular enrollment at UCSB. Graduate students must receive permission from their academic department and Graduate Division to take

"special" Extension course offerings—i.e., coursework other than concurrent enrollment courses. Consult the Graduate Division for a petition and further information.

What steps do I follow to request a transfer of credit?

Download a [Graduate Student Petition](#) (in pdf format) or request a petition from the Graduate Division front desk in Cheadle Hall 3117. Next, pay the petition fee at the Billing and Accounts Receivable Office. The petition must then be submitted to the departmental graduate advisor (not your personal advisor) for either approval or denial. After obtaining the advisor's decision and signature, the petition is to be returned to Graduate Division. Graduate Academic Services will usually have official copies of transcripts from institutions previously attended, with the exception of UC Extension transcripts. If we do not have the official transcript relevant to your request, we will ask you to order one from the institution you attended. Once the petition is processed, a copy will be sent to you and to your department.