I. Scope: All students seeking transfer into the University's graduate level degree or certificate program.

II. Purpose: To define the process for obtaining credit by transfer at the graduate level.

III. Policy: Students who have completed graduate coursework at other recognized institutions may transfer up to 25% percent of the total required degree credits, not to exceed a maximum of 12 quarter credits, toward a master's degree or certificate program. All transfer credits must reflect grades of 3.0 (B) or better.

The credits may be transferred through approved specialized study, course waiver, course substitution or direct equivalency (or any combination of these). Courses taken in direct transfer for a degree requirement must be equivalent to the required University course/s as determined by similar course numbers, titles or content.

To earn a graduate degree, a student must earn all required credits in residency (i.e., via the University courses taken in any delivery format) except for transfer quarter credits as limited by policy.

Common degree and certificate credit requirements and transfers credits are:

Total Degree or Certificate Credit Required Excluding Pre-requisite/Preparatory	Maximum Eligible Credits
12 - 18	3 Quarter Credits
24 - 30	6 Quarter Credits
36 – 47	9 Quarter Credits
48+	12 Quarter Credits

Exceptions for Dual Delivery, Bilateral, Joint-Delivered, Partnered and Teachout Agreements with Articulation

Within a dual delivery, bilateral, joint-delivered, or partnered articulation agreement with another institution, the Provost may approve additional transfer at the graduate level.

School-Specific Transfer Credit Restrictions

The programs listed below have specific transfer credit restrictions in addition to the general guidelines listed above.

School of Business and Management (SBM)

Coursework transferred into graduate and certificate programs, exclusive of credits declared elective, must be directly equivalent to the appropriate University course, or degree-equivalent as determined by the Program Director.

School of Education and Leadership (SEL)

Credits transferred into the Master of Education (M.Ed.) program must be:

- Earned at a regionally accredited institution or a school recognized by a Ministry of Education, if foreign;
- Earned within the past six years unless approved by the dean;
- Earned at the 500-level or equivalent, as noted on the external transcript or as stated in the outside institution's catalog;
- Completed with a grade of 3.0 (B) or higher;
- Satisfy the requirements of the specific program.

If the program has elective requirements, credits transferred to meet electives are not required to be directly equivalent to University courses.

School of Health and Social Science (SHSS)
Coursework transferred into the Master of Arts in Counseling, the Master of Counselling , and the Master of Counselling Psychology program must be directly equivalent to the appropriate University course, or degree equivalent as determined by the Program Director. Credits older than six years must be approved by the Dean, Regional Vice President (Canada), or Provost.

IV. Responsibility: The Registrar will oversee future review and, if necessary, revision of this policy.

Related Policies & Procedures	
CityU Policy Numbers	2100.11 Admission Requirements for All Graduate Degree and Certificate Programs 2100.12 Requirements for Special Admission to Graduate Programs

Unit Head Signature: Melissa Thacham, Ed.D.

President's Signature: Suzanne Elizabeth Walsh