

Policy Number: 308

Subject/Title: Transfer of Credit Hours

Effective Date: Combined policies effective May 21, 2012

Policy Statement: Transfer credit policies for: 1) External Credit, 2) Counting UTHealth SPH Non-degree Credit toward a Degree Program, 3) Certificate Students Transferring Earned Credits to an MPH, and 4) Concurrent/Dual Degree Transfer Credit are described below.

Transfer of External Credit

Effective Date: Fall 2011. This transfer policy is NOT retroactive.

UTHealth SPH will accept transfer of credit hours for up to **9 graduate semester credit hours** (up to 9 external credits transferred per each degree program earned at UTHealth SPH) completed at another accredited U.S. Institution* with a minimum grade of B and apply it towards the student's degree plan as follows:

- If the credit hours replace an MPH core course or requirement for a major, the student will submit a syllabus and list the degree competencies that the course meets.
- If the credit hours replace electives, the student must submit a syllabus and describe how the course meets the degree plan competencies.
- The transfer credit hours for the course(s) must be approved by the student's advisor and the department chair or curriculum coordinator from the department offering the course to be replaced (if core course) and the Office of Academic Affairs and Student Services (Assistant Dean).

Course credit that is transferred must not have been counted toward another granted degree.

**Credits from foreign institutions would be subject to appropriate credential review to satisfy a US accredited course.*

Related Policies, Forms and Information: [Transfer of External Credit Form](#)

Scope and Audience: All UTHealth SPH students entering fall 2011 and thereafter.

History: Approved by Academic Council: August 2011
Approved by SPH Executive Council: August 19, 2011
Revised: 05-21-2012

Cap on Transferable Non-Degree and Certificate Credit Hours

Effective Date: Fall 2004

General non-degree and certificate students can transfer 16 hours of course credit if accepted into a degree program. General non-degree students are limited to taking 16 credit hours unless additional credit hours are taken as a certificate student. Certificate students may accumulate more than 16 credit hours of certificate coursework but can transfer no more than 16 credit hours

toward a degree program.

It should be noted, however, that non-degree and certificate students should avoid taking an excessive number of UTHealth SPH credit hours if they anticipate applying for an UTHealth SPH degree program since the number of courses available for degree completion may become limited.

Earned UTHealth SPH course credit hours may be counted toward a degree program if an applicant:

- Is admitted to a UTHealth SPH degree program,
- Earned grade of A or B in the UTHealth SPH course taken as a non-degree or certificate student,
- Completed the course within five years of matriculation into the degree program, and
- The courses were approved by the student's advisory committee (advisor should write memo documenting approval for the student file).

Reason for Policy: The number of non-degree and certificate students is rapidly increasing, a phenomenon that is encouraged by the school. These students are in large part involved in continuing educational experiences or are part of formal educational collaborations and other programs within the UTHealth SPH. Non-degree and certificate students pay tuition and fees and are reported to the State of Texas for formula funding. This policy addresses the needs of our collaborating institutions, the public health workforce, and others interested in obtaining public health training.

Related Policies, Forms and Information: N/A

Scope and Audience: All UTHealth SPH students

History: Endorsed by Executive Council: June 24, 2004
Amendment approved by Academic Council: July 9, 2008
Amendment endorsed by Executive Council: July 23, 2008

Dual Degree Program Transfer Credit

Effective Date: Fall 2008

In dual degree programs, shared credit hours are earned in courses that are part of an agreed-upon curriculum. Up to 25% (12 credit hours) of credit hours counted toward the MPH degree requirements can be from the partner school provided that the course has been reviewed by UTHealth SPH faculty with expertise in the topic and approved by the Office of Academic Affairs and Student Services. The program curriculum and approved shared credit hours are appended to the dual degree agreement between the partner schools.

Students in dual degree programs are usually admitted to both schools simultaneously. However, many dual degree curricula are designed so that students take courses exclusively in the partner school for the first 1-2 semesters. Thus, some students in these programs do not begin their public health courses until year two of the dual degree curriculum.

Also, some students apply for the dual degree program after beginning one of the programs. In

such cases, students may be admitted to the dual degree program if they have completed one half (22 credits) or less of one program and will thus benefit from the integration of the two degree programs. For example, an MD student may have been in the medical program for up to two years before being admitted to the MD/MPH program, and courses qualifying for shared credit may have been completed in that time.

It should be noted that students who are already advanced (majority of work completed) in one degree program can be admitted to the second program but not to the dual degree program. For example, a 3rd or 4th year MD student may be admitted to the MPH without being in the MD/MPH program. In such cases, all courses counted toward the MPH would be from the UTHealth SPH curriculum and not include courses from the medical curriculum.

Scope and Audience: All UTHealth SPH dual degree program students.

History: Endorsed by Executive Council: November 13, 2008

Responsibilities and Procedures:

Related Policies, Forms and Information: See list of possible shared credits related to specific dual degree programs.

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