

**Steps in Approving Transfer Credits for PhD Program Courses**

**At times, students enter the program with previous graduate level coursework from other universities. The student and program faculty must review all transfer classes to ensure they meet standards and the following steps will be used in the process. This applies to courses not taught at UT Tyler.**

**Courses for which a student seeks transfer credit must:**

1. Have been taken at a regionally accredited institution
2. Have been taken at the graduate level
3. Have been taught by faculty instructors who have obtained Doctoral Degrees in a mental health related field
4. Have been taken within 5 years of the student’s date of matriculation at UT Tyler
5. Have received a grade of B or better
6. Meet the Discipline-Specific Knowledge or Profession-Wide Competency required content mastery assigned to the course in our curriculum
7. Have been taken in-person or in a blended format, NOT fully online
8. Syllabus must be reviewed by program faculty at UT Tyler with expertise in that domain
9. Formally petition to have the course reviewed to the Clinical Psychology Program Committee (CPPC)