

## **6.6 Procedure for Determining Graduate Required Course Equivalency**

Students wishing to transfer credit or substitute a course for one listed in the degree plan are subject to policies of The Graduate School. The maximum number of hours that may be transferred into a doctoral program is 12 semester credit hours. To determine graduate required course equivalency, the following procedure must be followed:

1. The student will submit a request to their Faculty Advisor and Program Director. The student is to include a transcript showing satisfactory completion of the course along with supporting documentation, i.e. course syllabus.
2. The Program Director will forward the documentation to the faculty teaching the designated course.
3. The faculty teaching the designated course will review the documentation and submit their recommendation to the Program Director.
4. If documentation is considered to be sufficient, the Faculty Advisor will complete a transfer credit approval form, submit it to registrar's office, and place approval documentation in the student's file.
5. If the documentation is considered not to be sufficient, the Program Director will inform the student requesting the equivalency that the required course must be taken.