Course Transfer Policy

Scope: Applicable to all MPA students

The MPA Program allows students to transfer course credit into the program in accordance with the Graduate School policy on transfer of credit. A maximum of nine (9) graduate level, credit hours of course work can be transferred in from other accredited institutions. This course work can count towards core or elective credit.

A student does not have to replace transferred course hours with alternative credits. Transferred hours are subtracted from the total (45) hours needed for the MPA degree. In general, the MPA Program allows a course to be transferred in when it aligns with the program’s competencies and educational goals of the student.

To transfer a course, the student must submit the following to the *Student Services Director:

♦ A written request to transfer course credit;
♦ A syllabus or other appropriate documentation from the course; and
♦ An official transcript noting earned credit for the course (grades earned on course waivers must be equivalent to B or better and prior coursework on a pass/fail or satisfactory/unsatisfactory basis is not acceptable).

The Director of the MPA Program will consider transfer requests. If the request appears to be justified as elective credit, the Director makes a positive recommendation to the Graduate School that credit be approved. If the course is being requested as core credit then the request must be reviewed and approved by the lead faculty member for that course. Once approved by the lead faculty member, the Director makes a positive recommendation to the Graduate School that credit be approved.

The requirements of the portfolio are communicated to the student when a core course is transferred in, ensuring that the necessary artifacts are obtained from other courses to complete the thesis substitute.

*Residential students will contact Jamarian Monroe. Online students will contact Karla Townley-Tilson.