

School of Education: Transfer Credit from Other Institutions and Work Taken at the
College Prior to Admission to the Graduate Program

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Students who wish to request degree credit for graduate work taken at another institution of higher education, whether completed prior to or following admission to graduate study in the School of Education, should consult with their program advisor and request concurrence. Prior coursework can be considered for transfer credit only if it was completed within four years of the date of admission to the student's current graduate program. Also, in order for a course to be considered for transfer credit from another institution, the student must have received a grade of B or better. Only graduate courses which were not part of a master's degree program may be eligible for transfer (providing the maximum number of transfer hours and the course age requirements are met). If a student wishes to transfer a course that was not part of a prior degree, but taken in addition to and during the time in which the student was pursuing the prior degree, the student must have the transferring institution provide documentation to that effect. If approval is given, the advisor will complete an Approved Transfer of Graduate Credit form and forward the request to the Office of Admission and Professional Services. Request for transfer can be considered formally only following admission to graduate study and upon receipt of an official transcript from the institution where the work was completed. A maximum of 12 hours of credit earned at other accredited institutions of higher education and/or credit for coursework completed at William and Mary prior to admission may be applied to a master's degree, 15 hours toward the Ed.S. and Ed.D./Ph.D.; and only upon approval and recommendation by the student's program advisor and the Associate Dean for Academic Programs. Doctoral students must earn a

minimum of 45 hours beyond the master's level at the College of William and Mary.

Courses taken during the semester in which the student receives his/her letter of admission will be counted as transfer credit.