

University of Colorado at Denver
School of Public Affairs
REQUEST FOR TRANSFER OF CREDIT

Student's Name: _____ Student No. _____ Date: _____

A candidate for the degree: _____ Department: _____

1. Rules about transfer credit:

A student may have taken courses in other places that he or she wishes to apply towards the requirements of a UCD graduate degree. To ensure that these courses meet the same standards as those in the UCD degree program, the courses must meet certain requirements. Here are the various types of courses that can be applied to UCD graduate degrees, and the requirements that they must meet:

The criteria are different for each of the three degree programs (see below). Implementation details are addressed by the degree program directors and the admissions subcommittees of the three degree program committees. The associate dean serves as an ex officio member of these committees, to assure observance of graduate school rules concerning adherence to campus-wide admissions criteria.

Master of Criminal Justice.

Students who take MCJ classes as nondegree students may transfer up to 12 of these credits into the program once they are admitted as regular students. These credits fall outside the university limit on transfer hours. Students who have taken criminal justice course work at other institutions may be able to transfer some portion of that work into the SPA MCJ program. A maximum of 9 graduate level semester hours may be transferred. Students should request transfer of credits immediately after successfully completing one semester of course work as a regularly admitted degree student. In order to request a transfer of credit, students need to complete the Transfer of Credit Form available in the GSPA office and attach official transcripts to the form (if GSPA does not have a copy of the official transcripts). The request is then reviewed by the student's faculty advisor, the MCJ Director and the Dean. Upon review, the Dean's office will notify the student of acceptance or rejection of his/her request.

Master of Public Administration.

Students who take MPA classes as nondegree students may transfer up to 12 of these credits into the program

once they are admitted as regular students. These credits fall outside the university limit on transfer hours. Students who have taken public administration course work at other institutions may be able to transfer some portion of that work into the SPA MPA program. A maximum of 9 graduate level semester hours may be transferred. Students should request transfer of credits immediately after successfully completing one semester of course work as a regularly admitted degree student. In order to request a transfer of credit, students need to complete the Transfer of Credit form available in the SPA office and attach official transcripts to the form (if SPA does not have a copy of the official transcripts). The request is then reviewed by the student's faculty adviser, the MPA Director and the Dean. Upon review, the Dean's office will notify the student of acceptance or rejection of his/her request.

Ph.D. in Public Administration. Doctoral students are allowed to apply up to 9 semester hours of graduate credit taken at other appropriate universities toward their doctoral degree plan. Any such credits must be approved for transfer by the Director of Doctoral Studies. In general, transfer credit will not be permitted for required doctoral seminars. Elective credit—including transfer credit—is expected to be clearly related to the dissertation plans of the student. Criteria for acceptance include quality and relevance of the course. Only graduate coursework taken no longer than five years prior to application are considered acceptable for transfer.

