

The UND Graduate School has specific policies for transfer of credits. Refer to the [Academic Catalog](#) for a description of these policies. Based on these guidelines, the Department of Space Studies recommends to the Graduate School the transferable courses. The Graduate School then decides which of those courses can be transferred. Typically, students apply for credit transfers after accepting admission to the program by submitting an official program of study. Furthermore, students must be on “approved” status to be granted transfer credit. Reproduced below are the Graduate School guidelines:

#### TRANSFER OF GRADUATE CREDITS

A limited amount of graduate work completed at a regionally accredited North American institution prior to, or after matriculation in the School of Graduate Studies at UND, may be applied toward a graduate degree at the University of North Dakota. **Graduate work is considered for transfer only on an individual basis and only after the student has completed satisfactory work in residence at UND.** Those transfer credits approved by the student’s advisory committee and the Dean of the School of Graduate Studies are included in the program of study for the UND graduate degree and only those transfer credits will be recorded on the UND transcript.

The basic purpose of the transfer policies is to ensure that transferred work is of comparable content, level, timeliness, and quality to that which would be taken at UND and included on the program of study for the degree. The following policies are generally applicable to the acceptance of the graduate work for transfer to UND:

- The work must have been taken at an accredited North American institution.
- The student must have been enrolled as a Graduate Student.
- The work must have received graduate credit at the institution where it was earned.
- The student must have earned a grade of B or better.
- The work must be less than seven years old at the time the UND degree is awarded with the exception of work that was part of a completed prerequisite degree.
- The amount of transfer credit that will be accepted toward the master’s degree is one-fourth (usually eight semester credits) of the credit hours required for the degree.
- The work credited toward a completed master’s degree may be accepted for a specialist’s diploma or doctoral degree.
- Work beyond the master’s degree must be post-master’s level and from an institution that offers post-master’s degrees in the discipline.
- Work beyond the master’s degree from an institution offering only master’s level work in the discipline may be applied to the minor or cognate areas.
- For the Ph.D., only 30 credits may be transferred beyond the credits allowed for the master’s degree, i.e., a total of 60 credits, **if the other institution offers Ph.D. level courses in the same discipline.**
- For the Specialist Diploma, only 15 credit hours will be transferred beyond the credits allowed for the master’s degree, i.e., a total of 45 credit hours.
- **Courses transferred from another university to a certificate program must meet the conditions of the transfer policy as stated in the “Transfer of Graduate Credits” in the UND Graduate Catalog.**

In addition, the department policy is not to allow transfer of credits towards core courses like 501, 502, 590, 997, 998, 998 etc. Also, there must be a matching (or nearly similar) course that we offer that the transfer course will replace.

Typically, students apply for credit transfers after accepting admission to the program by submitting an official program of study. Initially, discussions with the Graduate Director may unofficially determine if transfer credits are acceptable at the department level. Then, officially, a program of study must be submitted to the grad school for formal approval of the transfer credits.