

MSIA Transfer Credits Policy

- 1) Incoming PhD Students
 - a. Incoming student is defined as a newly admitted student to UNMC.
 - b. Any newly admitted PhD student to the MSIA graduate program, may transfer up to 50% of their coursework from a Graduate Masters and/or Doctorate level program. UNMC requires at least 50% of coursework be done in residence (campus or online) during the degree program. Courses that may be transferred are recommended by the student's advisory committee to ensure the courses align with the academic goals of the program; this cannot be done prior to admission and must be approved by the MSIA Graduate Program and UNMC Graduate Dean. Coursework cannot be older than 10 years at the time of admission, unless the student can demonstrate mastery of the content. (ie, teaching or research in the area). Courses requested as substitution for a CORE requirement must have the syllabus reviewed and approved by the subplan chair for final approval. The students committee may review requests for the transfer of elective courses and forward a recommendation to the subplan chair for final approval. Please follow the transfer credit approval process outlined in Appendix A.
- 2) Incoming MS Students
 - a. Incoming student is defined as a newly admitted student to UNMC.
 - b. Any newly admitted MS student to the MSIA graduate program, may transfer up to 50% of their coursework from a Graduate Masters and/or Doctorate level program. UNMC requires at least 50% of coursework be done in residence (campus or online) during the degree program. Courses that may be transferred are recommended by the student's advisory committee to ensure the courses align with the academic goals of the program; this cannot be done prior to admission and must be approved by the MSIA Graduate Program and UNMC Graduate Dean. Coursework cannot be older than 10 years at the time of admission, unless the student can demonstrate mastery of the content (ie, teaching or research in the area). Courses requested as substitution for a CORE requirement must have the syllabus reviewed and approved by the subplan chair for final approval. The students committee may review requests for the transfer of elective courses and forward a recommendation to the subplan chair for final approval. Please follow the transfer credit approval process outlined in Appendix A.
- 3) Internal PhD Student Academic Program Transfer
 - a. A student who transfers from another UNMC PhD program into a MSIA PhD program, will have courses reviewed on a case by case

- basis. MSIA co-chairs and prospective sub-plan chair will approve/deny transfer courses before an offer is extended.
- 4) Internal MS Student Academic Program Transfer
 - a. A student who transfers from another UNMC MS program into a MSIA MS program, will have courses reviewed on a case by case basis. MSIA co-chairs and prospective sub-plan chair will approve/deny transfer courses before an offer is extended.
 - 5) Non-Degree Student Course Transfer
 - a. MSIA PhD students who take courses as a non-degree graduate student can apply up to four (4) courses to their MSIA PhD Degree program of study. Students may use courses taken as a non-degree student towards their required courses and/or electives.
 - b. MSIA MS students who take graduate courses as a non-degree graduate student can apply up to three (3) courses towards their MSIA MS Degree program of study. Students may use courses taken as a non-degree student towards their required courses and/or electives.

APPENDIX A

MSIA PROGRAM TRANSFER/SUBSTITUTION COURSE APPROVAL PROCESS

Students who are admitted into any MSIA subplan must receive approval by their subplan chair for any course transfer or substitution of any course requirements. All discussion regarding the program of study or course transfer/substitution should begin with advisory committee. Once the advisory committee has approved the course transfer/substitution, the student should include this in advisory committee meeting minutes that are uploaded to seguidor. Follow the steps below to receive final approval.

1. **CORE courses**: Submit the course syllabus that you wish to either transfer or use as a substitution, to your **sub plan chair**. Please copy the MSIA coordinator when you complete this step (MSIA@unmc.edu).
 - a. Provide a description of how the course you wish to transfer/substitute is comparable in content and rigor to the CORE requirement of your subplan.
2. **ELECTIVE courses**: Discuss with your committee appropriate elective courses, including those you wish to transfer. Include in meeting minutes recommendations regarding elective courses for transfer.
3. Once the course is approved you can list this on the official program of study (in seguidor) with the statement “approved by program”.
4. Once your program of study is approved, your credit will be posted to your transcript once all degree requirements are met. Please be advised, you must submit the official transcript from the institution where the course was completed.