

Graduate Studies Transfer of Credit and Course Substitution Policy

I. Definitions:

A. Transfer of Credit: A transfer of credit allows students to apply previously earned graduate credits toward degree completion requirements at UNMC. These credits could have been earned at an institution other than UNMC or at UNMC (e.g. during a Master's degree program). Transfer of credit reduces the number of courses or credits that the student must complete to meet requirements for UNMC degree completion.

Transferred credits will appear on the UNMC transcript with a designation indicating that they were transferred. The course title, course grade, number of credits awarded, and the name of the institution at which the credits were earned (if different from UNMC) will be indicated. The grades associated with the transferred credits will not contribute to the grade point average for the UNMC program into which they are transferred.

Note: For the purpose of this policy, courses taken at NU institutions after matriculation into the current degree program and listed on the student's program of student do not require transfer of credit and should not be entered onto the transfer of credit form. These courses and the associated grades will appear on the student's transcript, and the grades associated with these courses will contribute to the student's grade point average for the UNMC program.

B. Course substitution: A course substitution allows a student to avoid taking a required course if they already have demonstrated achievement of the learning objectives. Course substitutions may be granted for a variety of reasons, including prior training, undergraduate level coursework similar to a required course, or work experience. A course substitution does not reduce the number of graded courses or credits from graded courses that the student must complete to meet requirements for UNMC degree completion. Therefore, if a course substitution is granted, then a graded replacement course of at least an equivalent number of credits must be completed in place of the required course as a substitute.

The required course will not appear on the UNMC transcript. The replacement course and the associated grade will appear on the transcript, and the grade associated with the replacement course will contribute to the grade point average for the UNMC program.

PhD programs or subplans accepting MD/PhD students may grant course substitutions for specific course requirements for the PhD degree completion and accept previously completed Phase I of the College of Medicine curriculum as the replacements. Programs and subplans should outline which course requirements of their PhD degree requirements will be granted course substitutions for MD/PhD students. Students and committees need not identify replacement courses, as those are identified a priori from the COM curriculum.

II. Transfer of Credit

Students, upon the recommendation of their advisor/supervisor and following approval by the Graduate Committee of the student's degree program, may request transfer of credit for graduate coursework completed at an institution other than UNMC that is fully accredited to offer graduate work in the field of the student's major/area of study or at UNMC (e.g. during a Master's degree program). No more than one-half of the graded courses required for the student's graduate program or degree may be accepted as transfer credits.

A. Transfer of credit will only be considered if the following criteria are met:

- Course for transfer of credit is a graduate course and so indicated on the student's transcript.
 - If course is cross listed with an undergraduate course, it must have been completed at the graduate level.
- Course for transfer of credit was taken no more than 10 years prior to the time of admission. Exceptions to this time limit will be considered on a case-by-case basis.
- Grade received in the course for transfer of credit is the equivalent of "B" (3.00) or higher on the University of Nebraska grade scale.
- Course for transfer of credit was completed at an institution that is fully accredited to offer graduate work.
- Course for transfer of credit was not applied toward a previously completed doctoral degree at any institution, including UNMC.
- Course is transferred for a required program course or has been deemed relevant to the research area by the supervisory committee.

B. Requesting transfer of credit:

Students wishing to transfer credit must:

1. Complete the Graduate Studies Credit Transfer Request Form.
2. Obtain the approval of their advisor/supervisor documented via the advisor's/supervisor's signature on the credit transfer request form.*
3. Submit the following to the Graduate Committee of their degree program.**
 - Official transcripts of graduate-level work
 - Transcript (Course by Course) evaluation (if course was taken at an institution outside of the US)
 - Syllabus of course submitted for transfer credit (in English, if course was taken at an institution outside the US)

* Students who do not yet have an advisor/supervisor should obtain approval from their graduate program or sub-plan director and may only request transfer of credit for required courses.

****MSIA and IGPBS students should submit the materials to their subplan graduate committee. IGPBS students not yet affiliated with a subplan should submit the materials to the IGPBS Steering Committee.**

Upon receipt of the request for transfer of credit, the Graduate Committee must:

- conduct a syllabus review to ensure that “the quality and suitability” of the course is “equal or superior to offerings available at the University of Nebraska.”
- conduct a direct syllabus comparison if the course to be transferred is intended to replace a specific required or elective course in the student’s program of study.
- Indicate approval or disapproval on the credit transfer request form.
- If the transfer credit is approved, the Graduate Committee chair should submit the request form and materials associated with the request to the UNMC Dean of Graduate Studies or the Dean’s designee for approval.

C. When to request a transfer of credit: In most cases, students should make a request for a transfer of credit after identifying an advisor/supervisor. Exceptions to this timing may be granted in extenuating circumstances, such as situations in which a student does not select an advisor until after the first semester but wishes to request a waiver for a first semester course.

D. Applying approved transfer credits to the program of study: The Graduate Studies Office will upload the completed transfer of credit request form **with all signatures indicating approval** in Seguidor. When submitting their Program of Study in Seguidor, the student should follow the instructions provided [here](#) to denote the transfer of credit on the program of study.

III. Course Substitution:

Students, upon the recommendation of their advisory/supervisory committee and following approval by the Graduate Committee of the student’s degree program, may request a course substitution.

A. For a previously completed course to serve as the basis for a substitution, the following criteria must be met:

- Student must have earned a grade of "B" (3.00) or higher on the University of Nebraska grade scale.
- Course was taken no more than 10 years prior to the time of admission. Exceptions to this time limit will be considered on a case-by-case basis.
- Course was completed at an institution that is fully accredited to offer graduate work.

For work experience to serve as the basis for a course substitution, the following criteria must be met:

- The skills and knowledge demonstrated through the work experience directly relate to the topics covered in the course for which a waiver is requested.

- The work experience is of sufficient depth and duration. Evidence of sufficient depth and duration in the relevant field could be documented through progression of responsibilities and increasing complexity in the work undertaken.
- The work experience, including skills and knowledge demonstrated, depth, and duration are documented with evidence (e.g., letter from employer and copies of performance evaluations).

B. Requesting a course substitution:

Students wishing to request a course substitution must:

1. Complete the Graduate Studies Course Substitution Request Form.
 - The substitute course must be indicated on the form.
2. Obtain the approval of their advisor/supervisor documented via the advisor's/supervisor's signature on the credit transfer request form. *
3. Submit the following to the Graduate Committee of their degree program. **
 - Documentation of achievement of the learning objectives. Documentation might include:
 - Official transcripts of undergraduate or graduate-level work.
 - Syllabus of a previously completed course.
 - Transcript evaluation (Course by Course) (if course was taken at an institution outside of the US).
 - Official letter from prior employer, if work experience is the basis for the waiver request.

*Students who do not yet have an advisor/supervisor should obtain approval from their graduate program or sub-plan director.

**MSIA and IGPBS students should submit the materials to their subplan graduate committee. IGPBS students not yet affiliated with a subplan should discuss with the IGPBS director prior to submission of materials to the IGPBS Steering Committee.

C. Upon receipt of the request for course substitution the Graduate Committee must:

- review the material provided and/or independently verify achievement of course learning objectives.
- Indicate approval or disapproval on the course waiver request form.
- If the waiver is approved, the Graduate Committee chair should submit the request form and materials associated with the request to the UNMC Dean of Graduate Studies or the Dean's designee for approval.

D. When to request a course substitution: In most cases, students should make a request for a course substitution after identifying an advisor/supervisor. Exceptions to this timing may be granted in extenuating circumstances, such as situations in which a student does not select an advisor until after the first semester but wishes to request a course substitution for a first semester course.

E. Applying approved course substitutions to the program of study: The Graduate Studies Office will upload the completed course substitution request form **with all signatures indicating approval** in Seguidor. When submitting their program of study,

the student should enter the original required course approved to be substituted and then choose “substituted” on the program of study. The replacement course should also be listed on the program of study.

Approved by Graduate Council March 6, 2025