

# THE GRADUATE SCHOOL

## Transfer of Graduate Credits into a Degree Program

Graduate credits taken at NMSU as undergraduate electives may be transferred to the student's graduate program at NMSU. Graduate credits from another university may be transferred to NMSU, provided the credits were earned on the campus of an accredited institution. Transferred coursework (credit and hours) is maintained separately from NMSU coursework. Transfer credits must meet the same time-limit requirements (seven years) as graduate classes, including master's and doctoral coursework, at NMSU.

Immediately after initial enrollment in a graduate program, students must submit a Transfer of Credit request form from the Application Portal (<https://apply.nmsu.edu/apply/status/>) to obtain formal permission from their advisor, department head, and the Graduate School dean to transfer graduate-level course work. The department has the responsibility to accept or reject transferred credits depending on various conditions, such as the course credit fits logically into an NMSU degree program, accreditation requirements, level of course work, grades, and other conditions deemed relevant by the department. The department may also require work to be validated by examination or until the work done at another institution is proven by satisfactory work in residence. All graduate coursework, including master's level and doctoral, must be taken within the last seven years.

### Special conditions:

- Graduate Certificates - Students enrolled in certificate programs may not transfer credits from another institution towards the completion of the certificate program offered by NMSU. However, they can transfer credits taken in a graduate certificate program at NMSU into a graduate degree program at NMSU, provided that the courses will lead towards a graduate degree in the focused area of the certificate program. The number of transfer credits will be determined by the degree audit. The time limit on course transfer is five years after the completion of the graduate certificate.
- Master's degree - A minimum of 30 semester graduate course credits is required for the master's degree. Master's programs involving a thesis include no more than six and no fewer than four credits of thesis. At least 15 credits for the master's degree must be for work in courses in the department in which the student was admitted. To meet residency requirements, master's students must take at least 50 percent of their required coursework at NMSU.
- Master of Fine Arts - Before consideration for candidacy, the department head and the graduate advisor will determine the number of transferable credits from a previous graduate program.
- Specialist in Education Degree - A maximum of 6 graduate credits earned at another approved institution may apply to the Specialist in Education degree. Transfer credits must have been earned during the five-year period prior to completion of the specialist in education degree.
- Doctoral degree - The doctoral degree requires significant scholarly study beyond the master's. The doctoral degree requires a minimum of 30 graduate course credits beyond the master's. If the Doctoral degree requires a dissertation, at least 18-credits of dissertation work must be included. The professional doctoral degree includes a practicum or special project that culminates in a written report which demonstrates a command of the relevant scholarly literature

and links it to the specific clinical or practical experience. To meet residency requirements, doctoral students must take at least 50 percent of their required coursework at NMSU. Students may transfer course work that the departments deem as logically fits into the degree plan. Doctoral students must work closely with their program directors to understand the programmatic limitations on transfers of credit.