

MA in Educational Leadership Transfer Credit Request Guidelines

EDLO program professors generally encourage students to complete 100% of their program requirements through UT Permian Basin course work. However, it does occasionally happen that a student may come to UT Permian Basin having already completed courses that are relevant to the Educational Leadership program at other institutions. Therefore, it is possible that program professors may consider courses taken outside this institution as acceptable course substitutes provided that certain conditions are met. A limit of six credit hours is generally the maximum amount of credit that course professors will consider for substitution. More than six hours must be approved by the Dean of Graduate Studies and/or the Graduate Council (depending on the amount). Consideration of courses for transfer credit also requires submission of a candidate's official transcript to UT Permian Basin.

For more, see conditions below:

- 1) A course cannot have counted toward the requirements for completion of another degree.
- 2) A course cannot be older than eight (8) years at the time the candidate completes all degree requirements.
- 3) The student must have earned a B or better for a course to be considered as a possible substitution.
- 4) The program professors must agree that the course content is reasonably comparable to the course for which a substitution is being requested.
- 5) A course cannot substitute for EDLD 6361, EDLD 6367, or EDLD 6368.

Additionally, in order to have a course completed at another institution considered for possible transfer credit, the candidate must do the following:

- 1) Submit a copy of the syllabus for the course that was in use during the semester during which the course was taken.
- 2) Offer a narrative justification for why the candidate believes that course covers comparable content to a course that could be substituted.
- 3) Articulate the course or courses which are proposed for substitution.

In the absence of these steps, the program professors may not consider a transfer request.