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DOC 2010-05 Revisions to Graduate Transfer Credits and Related Policies

University of Dayton. Graduate School

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PROPOSAL TO THE ACADEMIC SENATE

TITLE: Revisions to Graduate Transfer Credits and Related Policies

SUBMITTED BY: Graduate School

DATE: October 15, 2010

ACTION: Legislative Authority

REFERENCE: Art. II. B. 1. a

SEE ALSO: University of Dayton Bulletin, August 2010 Graduate Issue, Section V. General Academic Information:

- Master's and Doctoral Degree Requirements, Transfer Credits.
- Master's and Doctoral Degree Requirements, Residence Requirement.
- Second Master's Degree.

NATURE AND RATIONALE:

1. Revision of the Transfer Credits Policy. Current University policy, as stated in the Bulletin, relating to Transfer Credits at the graduate level specifies:

A maximum of six semester hours of graduate work may be transferred from other accredited institutions to the University of Dayton provided the work is of B grade or better. The quality points are not transferred. Usually, no transfer credit will be allowed for courses taken more than five years previous to matriculation in the student's graduate program at the University of Dayton.

Exceptions to this policy may be made with the approval of the dean of the Graduate School.

Revisions to this policy are proposed for the following reasons:

- a. The current policy does not articulate the fact that, per established practice, requests for transfer require the recommendation of the student's department chair or program director and the approval of both the program's academic unit and Graduate School.
- b. Although the language may appear to be reasonably specific, questions often arise with respect to the transferability of course work of B- grade.
- c. The eligibility of thesis or dissertation credits for transfer is not addressed. Since such credits should be earned in close collaboration with the student's thesis or dissertation advisor at UD, they are not recommended for transfer.

- d. The six-hour maximum allows a much smaller proportion of hours to be transferred into doctoral level programs, which require over 60 hours of graduate work, than into master's level programs, which typically require between 30 and 36 hours. As a result, exceptions are frequently requested.
 - e. The Graduate Leadership Council, through its endorsement of the proposed transfer policy, has recommended that doctoral students be allowed to transfer up to one-fourth of the total hours required for the degree provided that coursework in the area of specialization is subject to examination prior to admission to candidacy.
 - f. Clarification with respect to the conversion of quarter-hours to semester hours for purposes of transfer would be helpful.
 - g. Confusion may arise when the existing transfer policy appears to conflict with specific articulation agreements that the University has established with other institutions.¹
2. Delete the Residence Requirement and replace it in the Bulletin with the following statement.

Residence requirements for graduate degree programs may be set by the the divisions and departments offering them. Consult the program for details.

Current University policy, as stated in the Bulletin, relating to residence at the graduate level specifies:

For the master's degree, at least 24 semester hours of credit, or its equivalent, should be taken from the University of Dayton.

For the doctoral degree, two-thirds of the semester hours required beyond the master's degree should be taken from the University of Dayton. Generally, this is 48 semester hours beyond the master's degree. For the doctoral degree, a student must be a full-time student for at least two semesters or the equivalency.

Deletion of this policy is proposed since:

- a. It appears to be redundant with the Transfer Credits policy. That is, the minimum number of hours that should be taken from the University of Dayton would appear to follow logically from (i) the number of hours required for the degree and (ii) the maximum number of credits that maybe transferred in from other institutions.
- b. Given accessibility of distance education and electronic communication today, the intent of the residence requirement is no longer clear. At many universities, the residence requirement stipulates the minimum length of time a graduate student—especially one in a degree program that requires the completion of a thesis,

¹ For example, as members of the Dayton Area Graduate Studies Institute (DAGSI), the schools of engineering at UD, Wright State University, and the Air Force Institute of Technology have an agreement that allows students at any one of the three institutions to take up to half of their required coursework, exclusive of thesis or dissertation credits, at one or both of the partner institutions.

dissertation, or clinical experience—must spend physically engaged in study on campus, ostensibly to develop working relationships with his or her faculty mentors and fellow graduate students within a community of scholars. The current policy does not address residence from this perspective.

- c. As summarized in the Appendix, each of the Ph.D. programs at UD has its own residence requirements which reflect the needs perceived by the program faculty.
 - d. The requirement at the doctoral level appears to conflict with current practice as it suggests that doctoral degrees generally require a total of 72 semester hours beyond the master's (as it implies that 48 hours is two-thirds of the total). Unfortunately, as summarized in the Appendix, no UD doctoral programs require 72 hours beyond the master's; most require 60 or 63.
3. Clarification of the Policy on Second Master's Degree. Current University policy, as stated in the Bulletin, relating to a second master's degree specifies:

In some cases, a student who either possesses a master's degree or currently studying toward one, wishes to obtain an additional master's degree in a related field. Only six semester hours from the first program may be applied toward the requirements of the additional degree.

This policy essentially establishes criteria for the implicit transfer of coursework from one UD master's program into another. While its intent is clear when the second master's follows the first in sequence, confusion is possible when the two degrees are pursued simultaneously.

PROPOSAL:

1. Revise the Graduate Transfer Credits Policy. The following is proposed as a replacement for the existing policy.

Graduate work may be transferred from other accredited institutions to the University of Dayton on recommendation of the student's department chair or graduate program director, and with approval of the student's academic dean and the Graduate School. Only those hours in which the student has achieved a B grade or better will be considered for transfer; no credit will be given for hours graded B- or less. The quality points are not transferred. Usually, no transfer credit will be allowed for courses taken more than five years previous to matriculation in the student's graduate program at the University of Dayton. Thesis or dissertation credits are not eligible for transfer.

Except at the doctoral level, a maximum of six semester hours of graduate work may be transferred into a graduate degree program. At the doctoral level, the maximum number of hours eligible for transfer may be extended to one-fourth of the total hours required for the degree, provided that coursework in the area of specialization is subject to examination prior to admission to candidacy.

For the purpose of computing equivalent transfer credit on either a course-by-course or total hours basis, the number of quarter hours completed at another institution should be multiplied by two-thirds.

Exceptions to this policy, which include articulation agreements made with other universities, may be made with the approval of the Dean of the Graduate School upon the recommendation of the student's department chair or graduate program director.

2. Delete the Residence Requirement and replace it in the Bulletin with the following statement.

Residence requirements for graduate degree programs may be set by the divisions and departments offering them. Consult the program for details.

3. Clarify the Policy on a Second Master's Degree. The following is proposed as a replacement for the existing policy.

In some cases, a student who either possesses a master's degree from the University of Dayton or who is currently studying toward one wishes to obtain an additional master's degree in a related field. In such cases, up to six semester hours from the first degree may be applied toward the requirements of the second, i.e., at most six semester hours may be shared between the two degrees. The determination of which, if any, hours may be applied toward the requirements of the second degree will be made by the chair or director of the second degree program, in consultation with the student's advisor in the second program.

APPENDIX: Summary of Doctoral Program Requirements

Unit	Doctoral Program	Hours Required				Examinations	Transfer Provisions	Residency Requirements
		Coursework	Dissertation	Total	Beyond			
CAS	Biology PhD	30*	30*	60*	Bachelor's	<ul style="list-style-type: none"> • Qualifying exam (2nd year) • Candidacy exam over area of specialization 		Ph.D. students must attend the University as full-time students.
	Theology PhD	60 to 78	12 to 30	90	Bachelor's	<ul style="list-style-type: none"> • Three general exams that approximate the master's level comprehensive examinations. • Qualifying exam prior to dissertation on: <ul style="list-style-type: none"> ▪ American Catholic experience ▪ Dissertation prospectus 		Each student must take the load of a full-time student for a minimum of one year before attempting the qualifying exam.
SOEAP	Educational Leadership PhD	54	9	63	<i>Not Stated</i>	<ul style="list-style-type: none"> • Comprehensive exam prior to dissertation on: <ul style="list-style-type: none"> ▪ Content of coursework ▪ Dissertation research topics 	Up to 15 hours	A minimum of 6 hours of coursework must be completed in the first 3 consecutive terms (fall, winter, summer) following admission.
	DPT	116.5*	N/A	116.5*	Bachelor's			None stated but designed as a full-time 3-year program.
		<i>* Hours include clinical rotations.</i>						
SOE	All DE	39	21	60	Master's	<ul style="list-style-type: none"> • Candidacy exam covering: <ul style="list-style-type: none"> ▪ Domain of coursework ▪ Dissertation proposal 		21 semester hours of coursework in 4 or fewer consecutive semesters which may or may not include the summer.
	All PhD	30	30	60	Master's	<ul style="list-style-type: none"> • Candidacy exam covering: <ul style="list-style-type: none"> ▪ Domain of coursework ▪ Dissertation proposal 		