

PhD Program Transfer of Credits

Subject: PhD Program Transfer of Credits

Effective Date: 08/1997

Scope: This policy applies to PhD program students.

Date Reviewed/Revised: 04/2025

Next Scheduled Review Date: 04/2028

Responsible Office:
Department of Research

Responsible Executive:
• PhD Program Director
• Associate Dean for Research, Chair,
Department of Research

I. POLICY AND GENERAL STATEMENT

Students in the PhD Nursing program may transfer graduate-level course credits earned at other accredited institutions toward their degree requirements at The University of Texas Health Science Center at Houston, School of Nursing, subject to specific regulations and approval processes. The transfer of credits is contingent upon alignment with the student's approved program of study and meeting other program requirements.

This policy outlines the conditions under which graduate course credits earned at external institutions may be transferred to the PhD Nursing program. It ensures that transferred courses contribute meaningfully to the student's academic progress while maintaining the integrity of the program's curriculum.

II. DEFINITIONS

- **Transfer of Credits:** The process of applying previously earned graduate-level course credits from another accredited institution toward the requirements of the PhD program.
- **Cognate Courses:** Courses taken outside the core nursing curriculum that complement the student's area of research, subject to advisor and dissertation chair approval.
- **Elective Courses:** Additional courses selected by the student in consultation with their advisor to meet academic interests or program requirements.
- **Graduate-Level Courses:** Courses that are designed for graduate students, typically at the master's or doctoral level.

- Academic advisor: The student's faculty advisor is often assigned prior to admission and remains an academic advisor until they become the dissertation chair.

III. PROCEDURE

Eligibility for Transfer:

The course must clearly relate to the student's approved program of study in the PhD Nursing program.

A maximum of nine (9) semester hours of graduate course credits taken before admission to the program may be eligible for transfer, provided they are from accredited institutions outside The University of Texas System. After enrollment, eligibility for transfer will be assessed on a case-by-case basis.

Transfer from The University of Texas System:

There is no limit to the number of credit hours that can be transferred from institutions within The University of Texas System.

Approval of Electives/Cognates:

All transfer credits intended to count as electives or cognates must be approved by the student's academic advisor.

The final approval of cognate courses rests with the dissertation chair.

Substitution for Required Courses:

Any request to substitute a required course in the PhD program must be approved by the Course Instructor, the Faculty Advisor, and the PhD Program Director.

Students who failed another PhD Nursing Program will not be considered for admission.

Minimum Grade Requirement:

Only courses with grades of 'A', 'B', or 'P' (Pass) on the transcript will be eligible for transfer.

Course Eligibility:

A course that has been used to fulfill the requirements of a completed degree at another institution cannot be transferred for credit toward the PhD program.

Graduate-Level Requirement:

Only graduate-level courses (those intended for master's or doctoral students) may be transferred.

By following these procedures, students may apply relevant credits from other institutions to their PhD program, with all transfers subject to approval by the appropriate program officials.

IV. CONTACTS

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V. EXHIBITS