

# 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 course work (credit and hours) is maintained separately from NMSU course work. Transfer credits must meet the same time-limit requirements (seven years) as master's level graduate classes at NMSU.

Immediately after initial enrollment in a graduate programs, students must submit a Transfer of Credit request form (<https://eltnmsu.sharepoint.com/sites/GraduateSchool/Forms/Forms/AllItems.aspx?id=%2Fsites%2FGraduateSchool%2FForms%2FGeneral%20Graduate%20Forms%2FGeneral%20Graduate%20Forms%2Ftransfer%5Fof%5Fcredit%5Fform1%2Epdf&parent=%2Fsites%2FGraduateSchool%2FForms%2FGeneral%20Graduate%20Forms%2FGeneral%20Graduate%20Forms>) 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.

Special conditions:

- Master's degree - To meet residency requirements, 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.
- Graduate Certificates - Students enrolled in certificate programs may not transfer credits from another institution towards the completion of the certificate program offered by NMSU.
- Doctoral degree – students may transfer course work that the departments deem as logically fits into the program of study.

## 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 program of study. The time limit on course transfer is five years after the completion of the certificate.

## Master's Level

In order to meet residency requirements at the master's degree level, students must take at least 50 percent of their required coursework at NMSU.

## Masters 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.

## Doctorate Level

At the doctoral level, students may transfer course work that logically fits into the program of study.