**Summary of subcommittee review of graduate program requirements and transfer credit policies.**

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Our subcommittee was asked to review peer institutions' policies regarding using undergraduate credits toward graduate programs of study. The summary includes

* University of California-Davis
* University of Illinois-Urbana
* Michigan State University
* University of Minnesota
* Ohio State University
* Pennsylvania State University
* Texas A&M University
* University of Wisconsin-Madison
* University of Iowa
* Kansas State
* University of Missouri
* University of Arizona
* Arizona State University

The summary of our research can be found in Table 1.

We can conclude that many programs have high expectations for graduate credits and graduate programs. Some programs choose to set the standard with a minimum number of graduate coursework credits. If graduate programs publish a limitation on using undergraduate credits toward a graduate degree, the limit was 6-9 credits. In those cases, it is not clear in that there is a limitation on when the course was taken (as an undergrad, as a grad student). However, some programs will not allow any credits if they were used to fulfill the requirements of another degree. There are some carefully selected passages like “prudently selected courses”.

There is an unusual policy at the University of Wisconsin, where 15 credits 300 level or above can be transferred, but this is hard to interpret because there are some other limitations.

Table 1

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| Institution | Source | Program  | Credit policy |
| University of Illinois | Handbook and peer communication | PhD | Doctoral degree students, regardless of transfer credits or a master’s degree completed elsewhere, must complete at least 64 hours of residence credit (Chapter 4.1) out of the total of 96 hours required for the doctoral degree, and should also see Chapter 3.3 for information about transfer credit. Thesis hours count toward residence credit. No clear policy on the number of credits at the undergraduate level for a Ph.D., though it seems that it is program approval. Transfer of credits from other institutions is possible (generally limited to 12 semester hours and achieved a grade of B or better)Transfer of credit taken as UIUC undergrad student, non-degree student, or enrolled in a different program can be requested and approved by the program.  |
| University of Illinois | Handbook and peer communication | MS | The Graduate College requires a minimum of 32 semester hours of graduate credit for the master’s degree, although a number of programs require more. At least 12 hours must be at the 500-level or greater and approved for graduate credit (including thesis, research, or independent study credit), and 8 of these 12 hours must be in the major. Half or more of the hours applied toward a master’s degree must be earned in courses counted for residence credit.Many dual-listed courses. Committee approval. Must complete within five years of first registration |
| Texas A&M | Handbook and programs  | PhD | 96 total hours beyond a baccalaureate degree or 64 hours beyond Masters, DVM, or MD from US institution. Up to nine hours of undergraduate (300-400 level) are allowed for graduate degrees. However, it does not say WHEN those courses could have been taken.If a credit is required or used towards the student’s undergraduate degree, the university will not allow that credit to also be used towards their graduate degree. |
| Texas A&M | Handbook and programs  | MS | 32 credits are required. No more than 9 hours of 300-499 may be used. However, it does not say WHEN those courses could have been taken.If a credit is required or used towards the student’s undergraduate degree, the university will not allow that credit to also be used towards their graduate degree. |
| Wisconsin (Madison) | Handbook and programs | PhD | A student’s program may decide to accept transfer credits toward fulfillment of a minimum degree, minimum graduate coursework, graduate/professional certificate, and doctoral minor credit requirements.Although transfer credits can be used toward graduate/professional certificates, at least half (50%) of the certificate credits must be earned while enrolled at UW–Madison as a degree-seeking graduate/professional student.A student’s program may decide to transfer graduate credits completed at another institution (earned post-baccalaureate). There are no limits on the number of credits that can be transferred except that the program’s minimum graduate residence credit requirement can be satisfied only with courses taken as a graduate student at UW–Madison. Further, the graduate-level credits taken as a Big Ten Academic Alliance Traveling Scholar may count as credits taken in residence at UW-Madison. The credits from this work will appear on a UW–Madison transcript as transfer credits into the graduate career.Should a program request permission to transfer credits from an outside undergraduate program, it must provide the Graduate School with the information requested on the undergraduate credit exception form to be eligible for consideration. A student’s program may decide to transfer up to fifteen University Special student credits numbered 300 or above. However, these credits would not be allowed to count toward the 50% graduate coursework minimum unless taken at the 700 level or above or is taken to meet the requirements of a Capstone Certificate. The credits will be noted on the transcript in the graduate career as transfer credits, but the courses will remain in the University Special student career.          |
| Wisconsin (Madison) | Handbook and programs | MS | Mostly locally controlled. Here is one example of a program: A minimum of 30 graduate credits (semester credits, courses numbered 300 or greater) after the B.S. degree. A minimum of 16 of these graduate credits, not including 990, must be taken while a graduate student at UW-Madison (minimum Graduate Residence Credit Requirement). NOTE: Courses taken post-BS as a Special Student (not enrolled in a graduate program) do NOT automatically count toward a graduate degree. To use these credits toward a graduate degree, the student should obtain approval from the department and graduate school PRIOR to taking the courses. At least 50% of the graduate work (15 credits) must be didactic graduate-level courses (formal classes or formal seminars) designed for graduate work. In other words, courses numbered >700 or courses numbered 500-699 that are composed of at least 50% graduate students or courses that assess graduate students separately from undergraduates.  |
| Missouri (Columbia) | Precious little found online, and I did not get a response from a request.Seems like Committee approves and recommends to Grad College. | PhD | The doctoral advisory committee provides academic program approval of the student’s plan of study — a list of the courses and the credit to be earned in each of them — that will, when completed:Prepare the student for research or scholarly investigation in the chosen field of study;Satisfy the credit hour and residency requirement of the academic program;Satisfy any special requirements (proficiency in foreign languages, collateral field, doctoral minor, other special research skills) imposed by the department or area program;Satisfy the Graduate School’s requirement for a minimum of 15 hours of MU coursework at the 8000/9000 level (exclusive of research, problems, and independent study experiences).As part of the plan of study, the committee also recommends to the vice provost/dean of the Graduate School, any request for transfer of graduate credit.**Note**: If a student completes more than one graduate credential at MU, they may use a course for no more than three formal credentials (e.g., a master’s, doctoral, specialist, and/or dual degree; certificate, minor). |
| Penn State | Requirements for Electrical Engineering | MS-Thesis | Thesis option--a total of 32 credits (at least 18 at the 500-and 600-level combined), including:* 1. 24 credits in course work, with at least 12 credits in courses with the EE designation;
	2. 2 colloquium credits ([EE 500](https://bulletins.psu.edu/search/?P=EE%20500));
	3. 6 thesis credits ([EE 600](https://bulletins.psu.edu/search/?P=EE%20600) or [EE 610](https://bulletins.psu.edu/search/?P=EE%20610));
	4. and a thesis accepted by the advisers and/or committee members, the head of the graduate program, and the Graduate School;
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| Penn State | Requirements for Electrical Engineering | MS-Paper option | Paper option--a total of 32 credits (at least 18 at the 500-level), including:* 1. 27 credits in coursework, with at least 14 credits in courses with the EE designation;
	2. 2 colloquium credits ([EE 500](https://bulletins.psu.edu/search/?P=EE%20500));
	3. 3 paper credits ([EE 594](https://bulletins.psu.edu/search/?P=EE%20594));
	4. and a satisfactory scholarly paper.
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| Penn State | Requirements for Electrical Engineering | PhD | Requires a minimum of 39 course credits and two colloquium credits.  |
| University of Iowa | Requirements for Electrical and Computer Engineering | MS with thesis | 30 credits, at least 12 from the approved course list of graduate courses, and no more than eight research credits (5999 credits).  |
| University of Iowa | Requirements for Electrical and Computer Engineering | MS without thesis | 30 credits, at least 18 from the approved course list of graduate courses, no more than three credits of independent study |
| University of Iowa | Requirements for Electrical and Computer Engineering | PhD | 72 credits, 45 in formal courses “acceptable to the advisor and graduate committee.” Minimum of 18 research hours.  |
| Kansas State | Requirements for Electrical and Computer Engineering | MS with thesis | 30 credits with 6 hours of thesis research (Two courses required from a list). At least 15 credits from Electrical and computer engineering (not counting the research). The remainder should be prudently selected.  |
| Kansas State | Requirements for Electrical and Computer Engineering | MS report option | 30 credits with 2 hours of report research (different class than thesis research). Two courses from a list. At least 15 credits from Electrical and computer engineering (not counting research). Remainder should be prudently selected. |
| Kansas State | Requirements for Electrical and Computer Engineering | MS coursework option | 30 credits. Two courses from a list and a minimum of 12 credits of graduate level Electrical Engineering Computer engineering.  |
| Kansas State | Requirements for Electrical and Computer Engineering | PhD | No report |
| University of Arizona | Requirements for Electrical and Computer Engineering | MS with thesis | 24 units of graduate coursework (5xx level)\*, subject to the following limitations:* A maximum of 6 units of non-ECE coursework. All non-ECE coursework must be pre-approved by the Graduate Studies Committee prior to registration.
* Paper Requirement - Must submit at least one paper to a refereed conference or journal, with an ECE faculty member as a co-author.
* Thesis - 6 units of thesis (ECE 910).
* Final defense - Must pass an oral defense of the thesis.

No mention of undergraduate credit limit |
| University of Arizona | Requirements for Electrical and Computer Engineering | MS NON Thesis | 30 units of graduate coursework (5xx level)\*, subject to the following limitations:* A maximum of 9 units of non-ECE coursework. All non-ECE coursework must be pre-approved by the Graduate Studies Committee prior to registration.

No mention of undergraduate credit limit |
| Arizona State University  | Requirements for Electrical and Computer Engineering | MS in Engineering | 30 credits and a thesis. No mention of limit on undergraduate credit |
| Arizona State University  | Requirements for Electrical and Computer Engineering | PhD | 84 credit hours. 18 hours of graduate course work (500 or above). At least nine hours of EEE courses. Up to 36 hours of different research and dissertation credits.  |
| Minnesota | Graduate handbook | All programs | Graduate course credits taken before the award of a baccalaureate degree (from the University or other accredited institution) may be counted toward a graduate degree if o the graduate program/college approves inclusion of pre-baccalaureate credits toward their students’ graduate degree requirements; and  o the pre-baccalaureate courses were not used to meet either credit or degree requirements for the baccalaureate degree (i.e., no double-counting)  |
| Ohio State University | Handbook/ online resource | Graduate bridge program | Has overlapped credits in undergraduate/graduate degree. The numbers are not explicitly statedThe Graduate Bridge Program (GBP) is a graduate-admission designation, for up to one full consecutive academic year (SU-AU- SP, in any order) allowing under-prepared students, and others in special circumstances, to have graduate standing before entering a program and a full load of prerequisite and/or degree-applicable coursework. Has clear distinction between graduate credit and non-graduate credit courses for graduate students. |
| Michigan State University | Handbook/ online resource | Dual enrollment program.  | Nine credits of 400 level credits can be applied toward the required 30 credits for MS degree. Those credits can be from other institutions.  |
| University of California-Davis | Handbook/ online resource |  | Different requirements if courses were at University of California system or not. Two courses of graduate work taken as by an undergraduate student may be credited toward their degree program (doesn’t apply if those credits were used for another degree) |
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