

**DEPARTMENT OF
EDUCATIONAL ADMINISTRATION AND HIGHER EDUCATION**

**STUDENT PROCEDURES MEMORANDUM
FOR TRANSFERRING COURSES INTO EAHE**

SIUC POLICY

All graduate credits earned by a student in good standing at an accredited university, which have not been applied toward fulfillment of requirements for another degree [NOTE: Except for specialist degree recipients applying coursework toward a doctoral degree], are eligible for transfer to that students' degree program, subject to general limitations of Graduate School regulations. . . and to the acceptance by the student's major department. All transfer credits are subject to final review by the graduate dean. No transfer credit will be given for work bearing a grade below B without express permission of the graduate dean in response to written petition from the student's department. No credit toward a degree may be earned by correspondence nor in off-campus courses at another university. In the case of a master's degree, the student must earn at least half of the credit applied toward fulfillment of degree requirements in courses offered by SIUC.

EAHE Department Procedures

- o A transfer course may be used either as a substitute for an approved course or as an elective in a degree or certification-only program.
- o Procedures apply to all EAHE students, whether in a degree or certification-only program, and to all courses taken outside of the EAHE Department at SIUC or another university, unless preapproved as part of a degree or certification program (e.g., academic discipline courses in the *Community College Teaching* program or CI courses in the *General Administrative Certification* program).
- o Doctoral research tools course substitutions are strongly discouraged and must have the prior approval of the Department Chair and Dean of the College of Education and Human Services in addition to meeting the other requirements listed there.
- o Course substitution must be at the same level or above of the course being replaced (i.e., undergraduate, master's, or doctoral).
- o A course syllabus and published catalogue description for the transfer course substitution must be provided for the approval of the: 1) student's advisor, and, if applicable, 2) the EAHE Faculty member with primary responsibility for teaching the equivalent course in the Department. It is the responsibility of the students' advisor to document these approvals.
- o A transfer course cannot be over seven (7) years old at the time of its approval by the appropriate EAHE Faculty for doctoral courses. A transfer credit at the master's level cannot be over six (6) years old at the time of completion of all degree requirements per SIUC policy governing master's degrees.
- o A master list of previously approved transfer courses will be maintained in the EAHE Office for up to seven years assuming the accompanying documentation per these procedures is submitted by an EAHE Faculty member upon approval. However, a new approval will be required earlier than every seven years if EAHE becomes aware that the instructor or course content has changed for a transferred course.