

## UC DAVIS GRADUATE COUNCIL POLICY

GC2011-03 (rev. 03)

### Residence and Transfer Credit

*Supersedes Transfer Credit Statute of Limitations Policy approved 6/21/01*

Revised – May 6, 2011; October 7, 2011; May 19, 2017

Approved – June 12, 2020

Each student earning a graduate degree at UC Davis is required to meet minimum University residence requirements. Students may transfer credit earned elsewhere toward their graduate degrees, although such transfers generally do not reduce the residence requirements. This policy describes limits on transfer units and the residence requirements for advanced degrees.

### RESIDENCE REQUIREMENTS

The minimum residence requirement at the University of California is three quarters for the Master's degree, nine quarters for the degree of Juris Doctor, and six quarters for the degrees of Doctor of Philosophy and Doctor of Engineering, taking a minimum of four units of graduate level course work per term, as is prescribed by UC Senate Regulations ([SR 612](#), [SR 682](#), [SR 686](#), [SR 688](#)).

In addition, each Summer Session in which a student completes a course of at least two graduate level units may be used in satisfaction of half a quarter's residence, as is prescribed by UC Senate Regulations ([SR 688](#)). Per UC Senate Regulations ([SR 690](#)):

- For a candidate for the Doctor's degree, residence during Summer Sessions may be counted only under the following conditions: (1) enrollment in two *consecutive* six-week Summer Sessions counts as one term of residence provided the candidate is enrolled in each session for the equivalent of at least two units of upper division and/or graduate work as given in a regular term; or (2) enrollment in an eight-week Summer Session counts as one term of residence provided the candidate is enrolled for the equivalent of at least four units of upper division and/or graduate work as given in a regular term.
- For a candidate for a Master's degree, Summer Sessions count for residence as in (A) above, except that the two six-week Summer Sessions need not be consecutive.

### TRANSFER CREDIT

Students seeking a doctoral degree cannot transfer course work; programs may accept course work taken elsewhere in place of required program course work provided the student is able to demonstrate to the program the equivalence of such courses.

Students seeking the master's degree may request to transfer up to one-half of the quarter-units of credit required for the intended degree (exclusive of research and attendance-only seminar units) to their graduate transcript in accordance with the source restrictions noted below. Lower division undergraduate coursework is not transferrable. Course work requested for transfer must have been taken at an accredited institution and the student must have earned a minimum grade of B-. Some work taken elsewhere may be credited toward degree requirements with the consent of the Graduate Advisor and the dean of Graduate Studies. As noted in Davis Divisional Senate Regulations ([DDR A553](#)), a student is prohibited from obtaining transfer credit for courses taken at a non-University of California campus in a quarter in which he or she is a full-time student at UC Davis.

Following are qualifications on the transfer of units according to source:

#### Transfer of Credit from another UC Campus

On the recommendation of the program Graduate Advisor and with the approval of the dean of Graduate Studies, upper-division and graduate course work completed while in graduate standing at another regular campus of the University of California (not through Extension) may be accepted in satisfaction of up to one-half of the quarter-units of credit required for the master's degree at UCD, provided the transfer does not conflict with the Graduate Council-approved degree requirements of the graduate program. Courses required for, or credited towards a previous degree may not be transferred, and a letter from the program Graduate Advisor will be required stating the courses were not used toward another degree. Grade points and residence are transferred.

#### Transfer of Credit from a Non-UC Campus

On the recommendation of the program Graduate Advisor and with the approval of the dean of Graduate Studies, up to two courses completed while in graduate standing may be transferred from a non-UC university, provided the transfer does not conflict with the Graduate Council-approved degree requirements of the graduate program. Courses required for, or credited towards a previous degree may not be transferred, and a letter from the program Graduate Advisor will be required stating the courses were not used toward another degree. Transfer credit cannot be used to reduce residence requirements, and grade points are not transferred.

#### Transfer of Credit from UC Davis Extension

On the recommendation of the program Graduate Advisor and with the approval of the dean of Graduate Studies, a maximum of 12 quarter-units of credit for work completed through UC Davis Extension may be applied towards a master's degree at UCD, provided the transfer does not conflict with the Graduate Council-approved degree requirements of the graduate program. Courses required for, or credited towards a previous degree may not be transferred, and a letter from the program Graduate Advisor will be required stating the courses were not used toward another degree.

Courses taken through Open Campus (concurrent registration) must be completed prior to matriculation as a graduate student at UC Davis, as is prescribed by UCD Divisional Senate Regulations ([DDR 554.A](#)). Concurrent Extension courses do not count toward satisfaction of the University residence requirement, as is prescribed by UCD Divisional Senate Regulations ([DDR 554.B](#)). Students will receive unit and grade point credit for their concurrent coursework.

300 level Extension courses are professional level units and cannot count towards the fulfillment of any graduate degree requirements, as is prescribed by UC Senate Regulations ([SR 810.B](#)).

#### Transfer of Credit from Summer Sessions

On the recommendation of the program Graduate Advisor and with the approval of the dean of Graduate Studies, a maximum of two courses taken during a UC Davis Summer Session prior to matriculation as a graduate student may be transferred toward the graduate program requirements, provided the transfer does not conflict with the Graduate Council- approved degree requirements of the graduate program. This coursework must be taken and completed after the student has received a bachelor's degree. The coursework does not qualify as transfer credit if it is a prerequisite for admission. Students may receive unit and grade point credit for their summer session coursework if specifically requested to the Registrar.

### Transfer of Credit from Undergraduate Status

Up to two courses of graduate work taken by an undergraduate student may be credited toward his/her graduate degree program. This does not apply if the units were used to satisfy any requirements for the bachelor's degree, and a letter from the program Graduate Advisor will be required stating the courses were not used toward another degree. Only 200-level courses are eligible for transfer.

### **DOUBLE MAJORS**

Students who are in a double major program (either a professional degree/academic degree program or two academic majors), may share a total of 12 units between programs with the approval of their program Graduate Advisor and the dean of Graduate Studies. The student must spend a minimum of two quarters in regular graduate standing in an academic master's program, or four quarters in an academic doctoral program to meet the residence requirements of Graduate Studies.

### **CALCULATING THE GPA**

Course work approved for transfer credit will not be included in calculating a student's grade- point average, except as noted above for work transferred from another UC, work from a UC summer session prior to matriculation or work completed through UC Davis Extension.

### **TIME LIMIT ON TRANSFER UNITS**

Occasionally graduate program Advisors are asked to accept, for credit against a student's graduate program degree requirements, courses that had been taken many years in the past. Each graduate program should adopt and document a policy on time limits for the validity of transfer work. The program policy must take into account the current relevance of the information in the older course, as well as how taking that course in the past might still meet the curricular goals that an equivalent course is expected to meet now. Once a satisfactory definition for the goal of each curricular requirement is developed, a more specific time limit for each degree requirement can be set. In order to assure uniform interpretation, the program's appropriate Graduate Advisor (or appropriate program committee) should make decisions about the acceptance of older courses for credit. The program should also consider whether students can be given the opportunity to demonstrate (by interview or exam) that they have, by taking an older class, met the goals of the current requirement.

The Graduate Advisor should include in the student's file a memorandum describing whether the material covered in the older course meets current curricular goals and whether that course was equivalent to a current course. The Office of Graduate Studies will require this information in connection with the transfer request and subsequent degree certification.