

# Procedure for Career-to-Career Transfers

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## Items to consider

- Credits may not be applied toward two different degrees' credit or coursework requirements (i.e., no double dipping)
- Credits should be transferred *before* a Graduate Degree Plan (GDP) or any necessary Graduate Planning and Audit System (GPAS) exceptions are submitted
- Tuition implications are possible if transfers happen during the current term

## Purpose

This process allows approved coursework from undergraduate or professional (e.g., MED, DENT, LAW, PHARM, VMED) careers to:

- Be used to satisfy graduate-level degree requirements
- Appear on a GDP or GPAS degree audit

## Procedure for transferring credits from one University of Minnesota career to another

Students or program staff may initiate the process of transferring credits from one University of Minnesota career to another.

For transfers between undergraduate and graduate careers, coursework must be at the graduate level (i.e., 5xxx or above) and signatures must be obtained from each course instructor to confirm that the student completed graduate-level work. Then, the undergraduate advisor must sign to verify that the credits were not used to meet undergraduate degree or credit requirements, and the graduate advisor must sign to verify that the credits are approved for use toward the graduate degree. Regents-approved integrated bachelors/masters programs do not require instructor signatures.

For transfers between graduate and professional careers, the advisor for the target career (i.e., where the credits are being transferred to) must sign to verify that the credits are approved for use toward that degree. No instructor signatures are necessary.

For transfers between graduate and undergraduate careers, the undergraduate advisor must sign to verify that the credits are approved for use toward the undergraduate degree. No instructor signatures are necessary.

For all career transfers, the completed form should be emailed to Graduate Student Services & Progress (GSSP) at [gssp@umn.edu](mailto:gssp@umn.edu). Students and staff will receive an email notification after the credits have been moved to the target career's transcript. A GDP or any necessary GPAS exceptions may then be submitted.

## Procedure for using undergraduate credits from another institution toward a graduate degree

Graduate program staff may initiate the process of applying undergraduate credits from another institution toward a graduate degree at the University of Minnesota.

It is the responsibility of program staff to verify with the other institution that the credits are eligible for transfer. To be eligible, courses taken before the award of an undergraduate degree must:

- Have been completed at the graduate level
- Not be applied toward undergraduate degree or credit requirements

Graduate program staff must obtain:

- an official transcript (if one does not already appear in Perceptive Content)
- official communication from the outside institution confirming that the coursework meets eligibility requirements
- If the coursework was completed at an international institution, it must also be reviewed by Graduate Admissions.

Official transcripts and communications with the outside institution are then submitted to Graduate Student Services & Progress (GSSP) for central imaging.

After receiving confirmation that this documentation has been received, graduate program staff may include the transfer coursework on a GDP or use the GPAS planner tool to place the courses in the correct requirements on the student's GPAS degree audit.