
Policy Number: 308

Policies:

- I. Transfer of External Credits, Course Substitutions and Waivers
- II. Cap on Transferable Non-Degree and Certificate Credit Hours
- III. Dual Degree Program Transfer Credit

Policy Number: 308

Subject/Title: Transfer of External Credits, Course Substitutions and Waivers

Effective Date: Fall 2011; Revised Fall 2019

Policy Statement:

Students entering fall 2011 to summer 2019

UTHealth School of Public Health will accept transfer of credit hours for up to nine (9) graduate semester credit hours towards the student's degree plan. The credit hours must have been completed at another accredited U.S. institution with a minimum grade of B. Course credit transferred must not have been counted toward a previously conferred degree with the exception of UTHealth School of Public Health accelerated master's programs. Course waivers and substitutions should be discussed with the student's faculty advisor.

Students entering fall 2019 and thereafter

Transfer of external credit hours, course waivers and substitutions may only apply towards degree required leveling, elective, minor, or breadth coursework not linked to program required competencies. Major required courses cannot be waived or substituted. MPH core courses cannot be waived or substituted. PHM 1690 Introduction to Biostatistics in Public Health may be substituted with PH 1700 Intermediate Biostatistics.

Other eligibility and criteria include:

- Students may request applicable transfer of external credits, course waivers or substitutions if they have previously completed graduate-level course(s) within the last five years, where equal or higher-level competencies were attained.
- The course must have been completed at a graduate-level, accredited U.S. institution with an equivalent grade of B or higher.
- The student must submit a syllabus and transcript. Transcripts from undergraduate programs or outside the U.S. will not be considered.
- The request must be approved by the student's faculty advisor and the Office of Academic Affairs and Student Services.

Transfer of External Credit:

- Up to nine (9) external graduate credit hours per degree program pursued at the UTHealth School of Public Health may be accepted.
- Course credit to be transferred must not have been counted toward a previously conferred degree with the exception of UTHealth School of Public Health accelerated master's programs.

Course Waivers:

- Waivers do not confer credit hours and any credit hours waived must be fulfilled through other coursework to satisfy the total credit hours required for the degree program. Students should consult with their faculty advisor on which course(s) should be completed to satisfy the credit hours required for the degree program.

Course Substitutions:

- Students wishing to utilize graduate coursework earned from another university must abide by the appropriate transfer credit procedures specified by this policy.
- Students wishing to utilize School of Public Health coursework to substitute other required School of Public Health coursework that qualifies for a substitution, and has been approved by their faculty advisor, should submit the Course Substitution form.

Related Policies, Forms and Information:

- [Request for a Course Substitution, Transfer or Waiver](#) form – required for students requesting a course substitution, course transfer, or course waiver.

Scope and Audience: All UTHealth Houston School of Public Health students.

History:

- Approved by Academic and SPH Executive Councils: August 2011
- Revised: May 2012
- Revised and approved by Academic and SPH Executive Councils: April 2020

Responsible Office/Contact Information:

Office of Academic Affairs and Student Services
Office Phone: 713-500-9032
E-mail: SPHStudentServices@uth.tmc.edu

Policy Number: 308

Subject/Title: Cap on Transferable Non-Degree and Certificate Credit Hours

Effective Date: Fall 2004

Policy Statement:

Non-degree and certificate students can transfer up to 16 hours of course credit if accepted into a degree program. Non-degree students are limited to completing 16 credit hours unless additional credit hours are taken as a certificate student.

Earned UTHealth Houston School of Public Health course credit hours may be counted toward a degree program if an applicant:

- Is admitted to a UTHealth School of Public Health degree program,
- Earned grade of “A” or “B” or “C” in the UTHealth School of Public Health course taken as a non-degree or certificate student,
- Completed the course within five (5) years of matriculation into the degree program, and
- The courses were approved by the student’s advisory committee (advisor should write memo documenting approval for the student file).

Non-degree and certificate students should avoid taking an excessive number of UTHealth Houston School of Public Health credit hours if they anticipate applying for a degree program.

Related Policies, Forms and Information: N/A

Scope and Audience: All UTHealth Houston School of Public Health students

History:

- Endorsed by Executive Council: June 24, 2004
- Amendment approved by Academic Council: July 9, 2008
- Amendment endorsed by Executive Council: July 23, 2008

Responsible Office/Contact Information:

Office of Academic Affairs and Student Services
Office Phone: 713-500-9032
E-mail: SPHStudentServices@uth.tmc.edu

Policy Number: 308

Subject/Title: Dual Degree Program Transfer Credit

Effective Date: Fall 2008

Policy Statement:

In dual degree programs, shared credit hours are earned in courses that are part of an agreed-upon curriculum. Up to 12 completed credit hours applied toward the MPH degree requirements can be from the partner school provided that the course has been reviewed by UTHealth School of Public Health faculty with expertise in the topic and approved by the Office of Academic Affairs and Student Services. The program curriculum and approved shared credit hours are amended to the dual degree agreement between the partner schools.

Students may apply for the dual degree program after beginning one of the programs. In such cases, students may be admitted to the dual degree program if they have completed up to half (e.g., 22 credits at UTHealth School of Public Health) of one (1) program.

Students who have already advanced (more than half of the program completed) in one (1) degree program can be admitted to another program, but cannot participate in the dual degree program credit sharing.

Related Policies, Forms and Information: N/A

Scope and Audience: All UTHealth Houston School of Public Health dual degree program students.

History:

- Endorsed by Executive Council: November 13, 2008

Responsible Office/Contact Information:

Office of Academic Affairs and Student Services
Office Phone: 713-500-9032
E-mail: SPHStudentServices@uth.tmc.edu