

## **Changes/Additions to the Graduate Catalog**

**Approved by the Graduate Council August 25, 2015**

### **Transfer of Credit**

Earned graduate credit may be transferred from accredited institutions that offer advanced degrees. The number of semester hours transferable, upon request, is six. Up to six additional transfer hours may be petitioned, provided that these additional hours are not credits earned by extension, thesis or practicum and provided also that the residency requirement of 24 semester hours is maintained by the addition of University of Louisville credits to the total program.

Course work taken more than three years prior to the student's application to a graduate program will not normally be considered for transfer; however, such requests will be reviewed by the Vice Provost for Graduate Affairs upon recommendation by the department chair and the unit dean.

The course work being considered for transfer must have been taken while the student was enrolled in an accredited graduate or professional school and must be evaluated for transfer by the director of the graduate program in which the student is seeking additional graduate work. Six hours may be transferred from a previously earned master's degree toward a doctoral degree or a second master's degree, subject to the approval of the degree program and the unit dean. Hours earned toward a culminating experience such as a thesis, practicum, or internship shall not be transferable to the second master's degree. Only courses in which the student earned grades of "B" or better will be considered for transfer. Hours and quality points earned at other institutions are not included in the calculation of a student's grade point average.

Courses in which grades of "P" were earned must have the approval of the unit dean in order to be transferred.

Transfers of credit from constituent schools and colleges of the University of Louisville are not subject to the above limitations on transfers but require the recommendation of the department chair and the approval of the unit dean. Upon approval of the graduate program, students may apply the coursework from no more than one certificate program towards a graduate degree program.

### **Undergraduates Taking Graduate Courses**

An undergraduate student with special permission of the unit dean and the instructor in the course may register in 500-level courses at the graduate level, or in 600-level graduate courses. Such courses will satisfy requirements toward the undergraduate degree and therefore cannot be used for subsequent graduate credit. The student must be registered for at least one undergraduate course if requesting to enroll in a graduate course.

In rare cases, undergraduate students at the University of Louisville who are within six semester hours of completing the baccalaureate requirements and who are enrolled in a graduate course may obtain graduate credit. This can only occur if the course has not been used to satisfy part of the baccalaureate requirements, and if the recommendation of the chairman of the department involved and the approval of the unit dean are obtained.

### **Accelerated Bachelors/Masters Option**

Undergraduate students enrolled in accelerated programs are eligible to register for graduate-level coursework. Students must apply for admission to the program no later than the end of the junior year to be eligible to enroll in graduate coursework in their final year of the program.

The student may take a maximum of nine (9) credit hours for graduate credit, which will also apply to the requirements for the baccalaureate degree. Those nine (9) credit hours of graduate credit must be transferred to the student's graduate record after the student completes one semester as a graduate student. See actual degree program for further requirements.

### **Continuing Studies and Post-baccalaureate Students**

Students enrolled through Continuing Studies are not eligible to enroll in graduate level courses.

Post-baccalaureate students who wish to take only graduate level courses should seek admission as a non-degree graduate student by applying through the School of Interdisciplinary and Graduate Studies. Students who wish to transfer coursework to a graduate degree must take the coursework as a non-degree graduate student or be admitted to a graduate degree program at the time of the request.

### **Academic Probation**

Any student with a semester grade point average (GPA) below 3.0 will receive an academic warning from the School of Interdisciplinary and Graduate Studies. A notification will be sent to the student as well as the student's graduate program. Should a student's cumulative GPA fall below 3.0, the student will be placed on probation until the student regains a 3.0 average (which is required to graduate). Ordinarily students are not permitted to continue on academic probation for more than one semester, but upon request of the student's graduate program, the unit dean may submit a variance request to the Vice Provost for Graduate Affairs to approve continuation of academic probation beyond a single semester. Students on academic probation for more than one semester risk dismissal from the graduate program. Graduate programs have the prerogative to establish more stringent criteria for which students may be placed on academic probation.