

Departmental Process for Transfer Coursework - PhD

If a PhD student desires to transfer coursework from a previous institution, up to 12 credit semester hours may be transferred, or no more than 30 hours of semester credit hours from a previously awarded master's degree may be counted towards the student's doctoral degree. Courses completed more than **8 years prior to admission** into the Doctoral Program will not be transferred. The transfer courses must have a grade of **B or higher and not pass/fail or satisfactory**. Only Nutritional Sciences courses will be considered for transfer in. For the courses meeting these requirements (potentially eligible), the following process must be followed:

1. The transfer request will be initiated only in student's first semester at TTU. Within first semester student will meet with the advisor to discuss and agree on potential transfer courses and identify their TTU equivalents. It would be the duty of the advisor to confirm potential eligibility of courses (as stated above), before initiating the request.
2. Student will send the degree plan form with transfer courses listed (to include both course numbers from transfer institution and TTU equivalent), certified translated transcripts, and certified translated syllabi from all requested courses to NS Coordinator for Graduate Student Support (Maegan Guzman) and NS Graduate Advisor (Wilna Oldewage-Theron). Clearly, translation is not needed for transcripts or syllabi in English. However, they need to be official or certified. Please also copy your advisor to confirm they are aware of the request.

It is further emphasized that if a request for transfer is from an institution outside of the U.S. with non-English transcripts/syllabi, the student must provide the department with a certified transcript translated to English as well as a certified translated syllabus. There are resources to get this done listed on the Grad School Website

<https://ttugradschool.my.site.com/admhhelp/s/article/official-translations>.

3. The NS Coordinator for Graduate Student Support will verify that all above-stated requirements for the request are met. If the requirements are not met, the NS Coordinator will return the material to the student for completion. If the requirements are met, the NS Coordinator will send transcripts and syllabi to the Instructors of Records who teach the TTU Nutritional Sciences equivalent courses for their determination of equivalency.
4. It is recognized that sometimes, the advisor of the student is Instructor of Records making the equivalency determination.
5. If the course work is not deemed to be equivalent, the transfer will be denied and not processed further.
6. For the courses deemed equivalent, the transfer coursework request will be submitted to the Graduate School by the NS Coordinator for Graduate Student Support.

This procedure will go in effect from Fall 2024. All current graduate students will have to request transfer no later than Fall 2024. Graduate students starting from Fall 2024 will have to request credit transfer (if needed) in their first semester only.

***Student must follow the Graduate School's process for submission of international coursework and arrange for a certified, line-by-line credential evaluation to be sent directly to the Graduate School. For a list of providers please contact the Graduate School.**

Please note, Submission of a certified credential evaluation does NOT guarantee acceptance