

School of Liberal Arts and Education
Department of Education
Policy on Accepting Transfer Credits for the PhD in Educational Management
Adopted September 28, 2016

It is presumed that all work for the doctorate will be completed at Hampton University. The Graduate College may accept up to 9 credit hours from another college or university for coursework in which a grade of "B" or higher was awarded. The policy of the Department of Education is that no course which is part of a program for which a degree has been conferred will be accepted. Additionally, no course for which a grade less than "B" has been awarded may be accepted in transfer.

Credit will only be allowed for courses (1) from an accredited graduate school, (2) of a quality of at least 3.0 on a 4.0 grading scale, (3) constituting a fair and reasonable equivalent to current Hampton University course work at the graduate level and (4) logically fitting into the program for the degree. Transfer course work is applied as credit (CR) toward the degree and is not included in the calculation of a minimum grade point average for graduation. Coursework to be transferred must fit the mission of the Doctoral Program.

Graduate transfer credit will not be granted for life experience, credit by examination, extension courses not accepted toward a degree by the offering institution, correspondence courses or thesis supervision. Graduate transfer credit will not be granted for course work taken elsewhere after a student has been admitted and enrolled at Hampton University unless the student receives prior written approval from the department. Students may not take courses elsewhere as a substitute for courses in which they have received grades that fail to meet departmental or university requirements. Coursework to be transferred must fit the mission of the Doctoral Program.

Limitations on Transfer of Credits

Work to be transferred must clearly be doctoral-level coursework as defined by the granting institution. Coursework must have been completed while the individual was accepted in a doctoral program accredited by a regional accrediting agency. Coursework must have been completed within five years prior to the date of acceptance into the Doctoral Program at Hampton University.

Courses may not be transferred for the core courses below:

(EDUO 710, 718, 720, 730, 731, 732, 737, 738, 739, 740), or EDUO 802)

After admissions and by the end of the First Residency, a student who wishes to transfer credit, must submit a request to the program chairperson along with an official transcript, course description, and links to the course catalog for consideration. Notifications will be sent to the student (with a copy placed in the student's file) informing him or her as to what credits will be accepted and what stipulations, if any, have been made. Exceptions to this policy are made by the Chair of the Department of Education with approval from the Dean of the School of Liberal Arts and Education.