

SCHOOL POLICY

Section Title: Academic Matters

Policy Name: Transfer of Credits

Responsible Executive: Associate Dean for Academic and Faculty Affairs

Responsible Office: Office of the Registrar

Originally Adopted: 05/12/1998

Revisions: 12/15/2014, 5/21/2015

I. PURPOSE

This policy defines the process for requesting academic transfer credits toward degree programs at the Rutgers School of Public Health.

II. ACCOUNTABILITY

The Office of the Registrar is responsible for implementing this policy under the general direction of the Associate Dean for Academic and Faculty Affairs.

III. APPLICABILITY

Matriculated master's degree and doctoral students in the School of Public Health may be allowed to transfer credits earned at other accredited institutions of higher education as well as for other degree programs at the School of Public Health.

i. Eligibility

Students eligible for Transfer Credits include matriculated degree students enrolled in the Rutgers School of Public Health.

Students enrolled in a certificate program may transfer credits from another CEPH-accredited school or program of public health to apply toward this credential. Students from Rutgers University who took courses at the School of Public Health as cross-enrolled graduate students may apply these credits and courses to a certificate program after submission of an application and acceptance to the certificate program. Students who have taken courses equivalent to courses required for a certificate may be exempted from repeating the same courses at the School of Public Health, but will be expected to complete replacement courses to achieve the required credits for the program.

ii. Applying for Transfer Credits

Current School of Public Health matriculated students who wish to apply for Transfer Credits must submit a completed Application for Transfer Credit form and supporting documentation.

Courses approved for transfer must meet transfer credit requirements, including have been completed within seven years of application¹ with a grade of B or better and taken for graduate credit, unless an exemption is provided by the student's Department Chair. Such grades of transfer credits will not, however, influence the student's grade point average in the School unless credits are from a previous School of Public Health master's degree (see Section III-v).

¹The time limit for the MS in Health Outcomes, Policy, and Economics is three years.

- iii. **Approval for Transfer Credits**
Any student who wishes to apply for Transfer Credits must obtain signatures from the relevant School of Public Health course instructor, their department chair and the campus associate dean on the Application for Transfer Credit. Additional supporting documentation, such as a syllabus or reading lists, may be required.
- iv. **Approval for Transfer Credits of Core Courses (PHCO courses)**
Core course(s) transfer credit for MPH and MS students who have completed core course(s) at another CEPH-accredited school or program of public health may be reviewed and approved by the student's department chair in lieu of individual core courses instructors. Core course(s) transfer credit for doctoral students who graduated from CEPH-accredited schools and programs of public health will be reviewed and approved by the student's doctoral discipline coordinator.
- v. **Maximum Transfer Credits**
The maximum number of credits eligible for transfer for each program level are indicated below.

Program	Maximum Transfer Credits
Certificate	None ²
Master of Science in Biostatistics	9 credits
Master of Science in Health Outcomes, Policy, and Economics	12 credits
Master of Public Health	12 credits
Doctor of Philosophy/Doctor of Public Health (former Rutgers School of Public Health or UMDNJ-School of Public Health students, either MPH or MS)	24 credits
Doctor of Philosophy/Doctor of Public Health (external applicants)	24 credits

If credits from a previous Rutgers School of Public Health master's degree are used toward a second School of Public Health master's degree, the maximum number of transfer credits is indicated in the table above. Please note these credits will be applied to the new degree with the corresponding grades and will be calculated into the overall grade point average.

If credits from a previous Rutgers School of Public Health master's degree are used toward a School of Public Health doctoral degree, the maximum number of transfer credits is indicated in the table above. Please note these credits will be applied to the new degree and grades from these credits will not be calculated into the overall grade point average.

If a student transfers in less than the maximum number of transfer credits from a previous Rutgers School of Public Health degree, courses from another institution may be allowed, up to the maximum number of transfer credits, if approved.

²Graduates of CEPH-accredited graduate schools and programs of public health may transfer up to six (6) credits towards a certificate program if the credits were earned within the past seven years with a grade of B or better and are deemed appropriate by the respective Certificate Program Coordinator.