Use of undergraduate course credits toward graduate degrees (November 2020)

(1) The School of Graduate Studies allows use of up to a maximum of 12 undergraduate credits at the 300 or 400 level toward completion of a doctoral degree or master’s degree (including the master’s component of a bachelor’s/master’s program). The credits cannot have been counted toward the number of credits required to earn the undergraduate degree, including the bachelor’s component of a bachelor’s/master’s program. SGS considers 120 credits as the number required to earn the bachelor’s degree, which means that credits over 120 are eligible to be transferred to the master’s degree, given program approval (see #4).

(2) The School of Graduate Studies places no limit on the use of program-approved graduate courses taken while an undergraduate toward completion of the doctoral or master’s degree provided (as noted in #1) that the credits did not count toward the number of credits (set as 120) required to earn the undergraduate degree.

(3) Credits earned in research courses taken while an undergraduate cannot be counted toward the credits earned for the master’s degree, including the bachelor’s component of bachelor’s/master’s programs. An undergraduate research thesis, such as honor’s thesis or the equivalent, cannot be used to meet a master’s thesis requirement. SGS has no policies regarding the extent of overlap of the research done to meet a master’s degree thesis requirement and the research done while an undergraduate.

(4) Individual graduate programs may impose lower limits on the number of allowed undergraduate credits, may impose additional restrictions on the list of approved course or on the requisite workload of the courses, or may disallow use of undergraduate credits entirely. The director of the graduate program is responsible for reviewing and approving the use of any courses taken while an undergraduate toward completion of the graduate degree.

(5) The School of Graduate Studies does not prohibit programs from approving that a specific course or courses used to meet the requirements of the undergraduate degree also be credited toward the graduate degree. In cases where the use of a course or courses toward both degrees appears to be academically unsound, the School of Graduate Studies may require additional justification from the program or decide to disallow that the specific course or courses to be used for the graduate degree.