

2024 Transfer Credit Policy

CCAPS Graduate Education

Table of Contents

[Policy Statement](#)

[Reason for Policy](#)

[Procedures](#)

[Forms/Instructions](#)

[Related Information](#)

[Frequently Asked Questions](#)

[Contacts](#)

[Responsible Individuals](#)

Policy Statement

Post-Baccalaureate Transfer Coursework

- Students may be able to transfer up to 10 credits of graduate-level coursework completed prior to or following admission to their degree program, with the approval of the Director of Graduate Studies.
- This transfer coursework must have been taken at the University of Minnesota or another accredited institution of higher education and listed on a graduate transcript.
- Coursework must have been completed at the graduate level, earned a grade of B- or higher, and have been completed no more than 5 years prior to admission to the program.
- Students who have been approved for a change of degree objective within the same or related University graduate program may apply as many graduate course credits toward both degree objectives as allowed by the graduate program, subject to college approval.

Transfer Coursework taken as an Undergraduate at the University of Minnesota

- Students may be able to transfer in up to 6 (of the allowable 10) coursework credits earned as a pre-baccalaureate student pursuing an undergraduate degree at the University of Minnesota.
- Pre-baccalaureate coursework must have been taken at the graduate level, earned a grade of B- or higher, completed no more than 5 years prior to admission to the program, and was not counted toward completion of a bachelor's degree.
- Coursework listed on an undergraduate transcript completed at a different university cannot be transferred.

- In order to transfer up to 6 graduate-level credits completed as a pre-baccalaureate student, students admitted to CCAPS graduate programs must submit the following:
 - Petition form, signed by undergraduate program advisor confirming credits were not used toward undergraduate degree
 - Full APAS report
 - If applicable, syllabi from 4000-level course(s) or higher
- The DGS and the Assistant Director for Graduate Education review the information and jointly decide whether to approve or deny use of the credits in the student's graduate program.

Exception:

- The Master of Professional Studies in Integrated Behavioral Health program does not accept transfer credits that were completed at the undergraduate level and/or listed on an undergraduate transcript. Any undergraduate coursework transferred into a Master of Professional Studies in Addictions Counseling cannot count toward Master of Professional Studies in Integrated Behavioral Health degree requirements.

Transfer Coursework for Certificates

- Students pursuing a graduate-level certificate may be able to transfer up to 3 credits of graduate-level coursework completed as a non-degree student prior to admission to their certificate program.
- This graduate-level coursework must have been completed at the University of Minnesota, be a course required for their certificate program, earned a grade of B- or higher, have been completed no more than 5 years before admission to the certificate program, and listed on a graduate transcript.

Reason for Policy

The policy provides the framework for applying graduate credits toward degree requirements under various scenarios. Each graduate program has the authority to accept or reject any graduate course credits that can be applied to a student's current degree plan.

Procedures

Transfer of Credits from the Undergraduate Transcript: The request to transfer undergraduate credits from the University of Minnesota to the graduate career can be made using form OTR 28.

Forms/Instructions

- UM 1881: [Procedure for Career-to-Career Transfers \(Instructions: OTR 28 and OTR 29\) \(pdf\)](#)
- OTR 29: [Transfer Credits Between Graduate and Professional Career Levels \(Onestop Forms\)](#)
- OTR 28: [Transfer Credits from Undergraduate to Graduate Career \(Onestop Forms\)](#)

Related Information

- Administrative Policy: [Application of Credits for Students Earning Graduate Degrees](#)
- Administrative Policy: [Post-Baccalaureate Certificate Plans Approved by the Board of Regents](#)

Frequently Asked Questions

1. Does the MPS in IBH program accept transfer credits that were completed at the undergraduate level and/or listed on an undergraduate transcript?
 - a. The MPS in IBH program does not accept transfer credits that were completed at the undergraduate level and/or listed on an undergraduate transcript. Coursework that meets the Licensed Professional Clinical Counselor (LPCC) educational requirements cannot be completed at the undergraduate level.
2. How do MPS in ADDC or MPS in IBH students know if their transfer courses meet Licensed Alcohol and Drug Counselor (LADC) and/or Licensed Professional Clinical Counselor (LPCC) licensure requirements?
 - a. Students are responsible for obtaining Board of Behavioral Health and Therapy (BBHT) approval of any transfer coursework.

Contacts

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