

Graduate Transfer Credits Policies

Courses submitted for transfer credits will be reviewed and evaluated by the program coordinator and/or the College. In assessing requests for transfer credits, the faculty may require students to complete additional coursework to update their knowledge and skills to meet master's degree requirements.

1. General Requirements

1.1. The maximum number of transfer credits varies by program:

- Students in the Master of Administrative Studies (MAS) program can receive up to 9 credits (maximum 6 credits in specialization area).
- Students in the Master of Science in Applied Computer Science (MSACS) program can receive up to 9 credits.
- Students in the Master of Hospitality Management Studies (MHMS) program can receive up to 3 credits.

1.2. Transfer credit applications for EPS 6299, EPS 5299, and EPS 5289 will follow the same requirements as other graduate courses, but these courses do not count toward the maximum number of transfer credits allowed in each program.

1.3. Capstone and internship courses cannot be transferred.

2. Eligible Courses to be Considered for Graduate Transfer Credits

2.1. If you have completed a master's degree at a recognized post-secondary institution, and the coursework was completed within the last 5 years (for transfer to MAS and MSACS) or 6 years (for transfer to MHMS), you can apply for transfer credits. You are responsible for identifying both the course you are transferring from and the course you are transferring into on the application form. The course should be equivalent to 3 U.S. academic credits, and you should have received a grade equivalent of a "B" or higher (3.0 on a 4.0 points GPA scale). The course content should be at least 80% similar to the equivalent course offered at FDU.

2.2. You must have declared the educational experience and provided the transcript to the Admissions office at the time of application. If the course was in progress when you applied, you still must declare it on the application and provide the interim transcript if available.

2.3. Online courses delivered on MOOC platforms, such as Coursera, are not accepted for transfer credits and course waivers.

2.4. For transfer credits into Master of Science in Applied Computer Science (MSACS), only courses that are fully delivered in-person can be considered. University courses completed with online or hybrid delivery mode are not eligible.

2.4.1. For each course in your transfer credit application, if the teaching modality is not clearly stated on the transcript or syllabus, you need to provide an additional statement from the university to certify that the course was delivered in-person.

2.4.2. Courses implementing remote modalities due to an emergency response to Covid-19 are exempt from this rule. This includes courses completed in Spring 2020, Fall 2020, Spring 2021. If beyond these terms, you may need to provide an additional statement from the university to certify that the course is normally delivered in-person but was temporarily moved online due to Covid-19.

3. Requirements for Supporting Documents

3.1. Mandatory: Course Syllabus/Description: Provide either a link to the course syllabus/description posted on the university's official website, or a copy of the course syllabus/description in PDF format.

The course syllabus/description must include:

- Course title and code number (required)
- Number of credits, or number of contact hours (required)
- Detailed Course description (required)
- Learning Outcomes or equivalent (required)

We recommend that the course syllabus/description also include:

- Textbooks, readings, learning materials
- Detailed course content, including sequence of topics, weekly breakdown of course schedule, etc.
- Prerequisites, corequisites
- Course Objectives
- Course format
- Assignments, assessments, and their relative weighting

A course syllabus/description should provide comprehensive and detailed information of the course to facilitate the review of the course transferability. Please note that your request might be rejected if the course syllabus/description doesn't include the necessary information for transfer credit evaluation.

3.2.Optional: Supporting documents in addition to the Course Syllabus/Description, such as:

- Assignments completed during the course
- Projects completed during the course
- Paper completed during the course

4. Document verification for transfer credits

4.1.Provide the official or certified transcript sent directly from the university.

See acceptable forms of official documents [here](#).

4.2.For each course granted transfer credits, provide a copy of the course syllabus or description sent directly from the university.

4.2.1. Students are exempt from requesting the university to send the course description/syllabus if the link to the course syllabus/description posted on the university's official website was used as a supporting document in the initial transfer credit request.

4.2.2. The content of the course syllabus or description must match the material provided in the transfer credit request.

4.2.3. If sent electronically, the email address must be verifiable on the university's official website, and it must belong to a person or office that has the authority to issue or verify the document in question.

4.3.Document verification for transfer credits should be completed before the program start date as shown on your Letter of Acceptance.

4.4.Pre-approved transfer credits can only be finalized after both the official transcript and course syllabus/description are verified. If the verification is not completed by the official document verification deadline, the pre-approved credits will be revoked.