

Guidelines for Transfer of Credit to the Graduate Program in Pharmaceutical Sciences

A student may request to transfer credit for courses taken at another university. Following a review, The Graduate Program Committee (GPC) of the Graduate Program of Pharmaceutical Sciences (GPPS) and the Graduate School of Biomedical Sciences (GSBS) will grant or refuse transfer of credit, subject to the following guidelines:

1. The GPC will only accept transfer of credit from U.S. accredited institutions.
2. The GPC will only consider the transfer of credit only to courses matching the content of courses taught in the GPPS, unless approval by the course director.
All requests for transfer of credit must be made in writing to the Program Coordinator, and must be accompanied by the following documents:
 - *A copy of the student's official transcript, showing the course to be transferred*
 - *A copy of the course syllabus*
 - *A letter from the student's advisor supporting the request.*
 - *A letter from the relevant TTUHSC course director stating the student's level of knowledge of the course material is sufficient to warrant transfer of credit.*
3. A course with a grade equal or higher than 80 will be considered for transfer.
4. Transferred credits may substitute for a required course or for an elective. The relevant course director will determine equivalence to a required TTUHSC course. His/her determination will be final.
5. Request for transfer of credit may be made to meet didactic coursework requirements only.
6. Transfer of credit for a required course may be made only with approval of the course director.
7. Request for transfer of credit will be considered for courses not offered within TTUHSC but considered relevant by the Student Advisor. Such request must be approved by GPC, and upon acceptance will be classified as an elective "Topics" course only.
8. The Graduate Program Committee will recommend that requested credit be applied to the student's degree requirements, consistent with the policies of the Graduate School of Biomedical Sciences.
9. All GPC decisions on transfer of credit will be submitted to GSBS for final processing.