

TRANSFERRING GRADUATE CREDITS FROM ANOTHER UNIVERSITY

*Please note: only SPAN courses can be considered for transfer

Students who wish to transfer graduate credits from another university should proceed as follows:

- At the time the student sends me his/her degree plan form (please see “MA degree plan information” on my webpage) via postal mail (no email, please) the student should also send me in the same envelope an official transcript from the school along with a letter clearly indicating 1) how many courses the student is interested in transferring (a maximum of 9 credits can be transferred) and 2) the following information of the courses to be transferred: course prefix, number and title. Additionally, the student must include copies of the syllabi of the courses s/he would like to be considered for transfer. All this should be sent together in one envelope to the following address:

Dr. Cristina Sánchez-Conejero
Spanish Graduate Advisor
University of North Texas
Department of Foreign Languages
and Literatures
1155 Union Circle #311127
Denton, TX 76203-5017

- The coursework must be from an accredited institution, must be graduate credit, and must be graded (pass/fail classes cannot be transferred). The transfer courses must be within the time limit for the degree program. For example, if a student starts courses at UNT for a degree program in Fall 2007, the degree plan expires in six years (Fall 2007 to graduate no later than Fall 2013). If the same student decides to use transfer work from another school taken in Fall 2003 instead, the degree plan expires in six years (Fall 2003 to graduate no later than Fall 2009). In other words, the oldest course used on a degree plan is the course that starts the students’ time clock, so, for example, if a student wishes to use a transfer course from Fall 2002, they will have until Fall 2008 to complete their 36 hour program and graduate from UNT regardless of when they took their first UNT course.

The courses must carry graduate credit and quarter hours are converted to semester credit hours for use on a degree plan. [9 quarter hours are equivalent to 6 semester credit hours.]

- Transferred credits are only posted when the degree plan is approved.