Transfer credit from another university

Approval for transfer credit from another university is rare, as most students do not meet all of the criteria listed here: [https://grad.ucsd.edu/academics/policies-procedures/index.html#Transferring-Credit](https://grad.ucsd.edu/academics/policies-procedures/index.html#Transferring-Credit)

- Please make sure that the student meets all criteria listed in link above, before submitting request.
- Transfer credit is processed for use towards a Master’s Degree only. PHD programs are not course-based, therefore we do not process transfer credit for them.

Steps:
1. **Dept Request**: Dept submits “UG Waiver/Transfer Credit” form & related documents via DocuSign/Collab.
2. **GEPA will notify dept** whether it is approved or not.
3. **Registrar Processing**: If approved, GEPA sends form to Registrar for processing.
4. **Dept processes uAchieve exception**... if the transfer credit was approved. This will enable the degree audit to use the transferred course towards the program requirements.

Once GEPA approves the request, and has forwarded the form to the Registrar’s office for processing, this is what it would look like on the student’s transcript:

- Spring Qtr 2020
- Transfer 4.5 Quarter Units of Credit from UT Dallas
  - CSE 227 Computer Security 4.00 A
  - CSE 291 Top/Computer Sci & Engineering 4.00 A

This is what it would look like in the student Database once it’s processed.

If course is approved by GEPA, the dept processes a uAchieve exception, using Exception Code XF:

**Edit Transferred Course**
- Course: CE6304
- Year/Term: Spring 2019
- Hours: 4.00

Example of a properly processed Transfer course and it’s TRSF grade, in the student’s uAchieve degree audit*:

<table>
<thead>
<tr>
<th>Term</th>
<th>Course</th>
<th>Credits</th>
<th>Grade</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>WI20</td>
<td>CSE 232B</td>
<td>4.0</td>
<td>B</td>
<td>Database</td>
</tr>
<tr>
<td>SP20</td>
<td>CSE 227</td>
<td>4.0</td>
<td>A</td>
<td>Computer</td>
</tr>
<tr>
<td>SP20</td>
<td>CSE 291</td>
<td>4.0</td>
<td>A</td>
<td>Top/Comp</td>
</tr>
<tr>
<td>SP19</td>
<td>CE6304</td>
<td>4.0</td>
<td>TRSF</td>
<td></td>
</tr>
</tbody>
</table>

* Contact Ken Keziah in the Registrar’s Office for uAchieve exception processing training.