

MPA Program Transfer Credits Policy

Last Updated: 12/09/2019

Policy Requirements

The MPA program allows students to transfer credits for graduate work done previously under a similar formal graduate degree program at an accredited institution. Credits transferred into a master's program from other universities or UW Oshkosh master's programs **may not exceed 9 credit hours**. Those 9 credits will apply towards elective MPA courses; occasionally, transfer of credits towards core MPA courses could also be considered.

Students Who Transfer Credits Prior to Enrollment in the MPA Program

1. The courses are relevant to the student's current degree, not be credited toward another degree, and have been completed with a grade of B (3.0) or better at a regionally or nationally accredited institution of established academic reputation. Moreover, the student's overall grade point average for all graduate work taken at the other institution must also be "B" (3.0) or better.
2. The credits are earned within a **7-year period prior to admission** at the University of Wisconsin Oshkosh, are represented on an official transcript of the other university, and is identified as a graduate credit.
3. Each graduate course should be 3 credits. Credits completed from outside institutions will only be awarded for coursework of **similar type, duration, and quality to UW Oshkosh MPA core or elective courses** with approval of the MPA Chair and with consultation with an MPA faculty as deemed appropriate.
4. Courses from certificate programs (regardless of whether the certificate was earned or not) and non-degree programs will not be considered for transfer credit except for UW Oshkosh MPA courses taken in the Graduate Healthcare Management Certificate Program and graduate courses taken in the Executive Fire Officer Program at the National Fire Academy (NFA). Students must submit a certificate issued by the NFA as approved by the American Council on Education.
5. Credits will **not** be granted for life and/or work experience nor for graduate credit earned through extension, correspondence work, or continuing education. (Delete the previous sentence.) Requesting approval of credits for prior learning should follow the department's Credit for Prior Learning Policy. (We already have this kind of policy).

Students Who Transfer Credits During Enrollment in the MPA Program

6. The courses are relevant to the student's current degree and have been completed with a grade of B (3.0) or better at a regionally or nationally accredited institution of established academic reputation or UW Oshkosh program.
7. The credits are earned within the **7-year period during enrollment at the UW Oshkosh MPA program**, are represented on an official transcript of the university, and is identified as a graduate credit.
8. Each graduate course should be 3 credits. Credits completed for another Master's degree at UW Oshkosh or from outside institutions will only be awarded for coursework of **similar type, duration, and quality to UWO MPA core or elective courses**, and which is regarded **essential** to the student's professional duties with approval of the MPA Chair and with consultation with an MPA faculty as deemed appropriate.
9. Students do not need to request transfer of credits taken as a "special student" at UW Oshkosh MPA program and/or Graduate Health Care Management Certificate program, as this automatically happens once they are admitted as regular students.

Procedures for Transfer Requests and Awarding

1. Students wishing to transfer credits earned for course work completed **prior to their MPA enrollment** should notify the MPA Chair of their intentions before starting their graduate studies at UWO. They should submit (1) a syllabus and (2) official transcripts.
2. Students who are **currently enrolled in the UWO MPA program** and wish to transfer credits from other UWO master's programs or outside institutions should notify the MPA Chair of their intentions before enrolling in any courses. They should submit (1) a syllabus of the course they want to take, and (2) a statement of how this course is essential for fulfilling their professional duties.
3. The MPA Chair will notify the students in writing of the approval, denial, or no action.

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