



Wichita State University
Sport Administration Program
Transfer Policy

(Revised 06/07)

Graduate School policy dictates that in acceptable circumstances, graduate students may apply as many as 12 hours of transfer credit toward 36-credit hour programs such as the M.Ed. in Sport Administration. The purpose of this document is to clarify the application of that policy and other Graduate School policies to transfer-related issues within the sport administration program. Specifically, it addresses issues relating to (a) the transfer of graduate credit gained prior to admission to the sport administration program and (b) the transfer of graduate credit gained at another institution.

Transfer of Graduate Credit Gained Prior to Program Admission

If the student requests, faculty advisors in sport administration have the discretion to include graduate-level courses taken prior to admission to the sport administration program on a student's plan of study. These courses may be from Wichita State University or other institutions. However, the faculty advisor's decision will be made given the following considerations:

- Requested courses must have been completed at the graduate level. Graduate School policy dictates that undergraduate courses cannot be considered.
- Courses taken for the purpose of enhancing a student's pre-admission grade-point-average will not be included on sport administration plans of study. More specifically, students who did not meet the minimum required GPA of 2.750 prior to taking the courses requested for transfer will not be allowed to include those courses on their plans of study.
- Students may transfer only six credit hours from a previously earned master's degree to a sport administration plan of study, in accordance with Graduate School policy.
- The course's content must be relevant to the sport administration degree program in general and the student's interests in particular.
- Courses requested for transfer from other institutions must also meet the criteria stipulated in the section that follows.

Transfer of Graduate Credit From Another Institution

If the student requests, faculty advisors in sport administration have the discretion to include a course from another institution on a student's plan of study. In most cases, that decision will be based on whether the course's content is relevant to the degree program in general and the student's interests in particular.

In order for the course to ultimately be accepted, it must meet all of the criteria set forth in the University's graduate policies. University policy regarding transfer of credit from another university is defined in the Graduate Bulletin, on the university Web site (<http://webs.wichita.edu/?u=GRADSCHOOL&p=/DegreeCompletion/DegreeRegulations/>), and in Appendix A.

Given these conditions, it is important that students requesting that a course from another institution be included on their plan of study understand the following:

- Inclusion of the course on the plan of study does not guarantee that it will be ultimately accepted by the Graduate School
- It is the student's responsibility to thoroughly investigate potential transfer courses from other institutions to see if they meet the transfer policies of Wichita State's Graduate School.
- It is the student's responsibility to insure that an official transcript detailing the results of courses taken at other institutions are sent to the Graduate School at Wichita State promptly upon completion of any course requested for transfer and/or following the submission of the plan of study.
- Neither the faculty advisor nor the Graduate School at Wichita State can evaluate a courses' ultimate acceptability prior to receipt of an official transcript from the transfer institution.
- Grades lower than *B*, including the *B-*, will not be accepted.

Students considering taking a class at another institution and listing that course on their sport administration plan of study should take the following steps:

- Inquire with the other institution to insure that it is regionally-accredited to offer graduate degree programs.
- Inquire with the other institution to see if the course will appear on a graduate transcript.
- Provide their sport administration advisor with a written course description, so the advisor may evaluate the course's relevance to the student's plan of study.

I have read the above material as well as the Graduate School's policy on transfer of credit from another university.

Signature

Date

Appendix A

Graduate School Policy On Transfer of Credit From Another University

Students may transfer, with departmental approval, graduate credit from an accredited graduate school under the following conditions:

1. (a) The credit offering institution is accredited by the cognizant regional accrediting association to offer graduate degree programs appropriate to the level of credit to be transferred. (b) The credit is fully acceptable at the other institution in satisfaction of its advanced degree requirement. (c) The credit is applicable in terms of content to the student's program of study at WSU, and carries a minimum grade value of 3.00 on a 4.00 scale. Grades lower than *B*, including *B-*, will not be accepted.
2. Master's and Specialist degree programs requiring fewer than 40 hours may include no more than one-third of the total hours or 12 hours, whichever is greater, of graduate work completed at another accredited graduate school (exclusive of hours in a previous master's degree. Departments may require lower limits on transfer credit and therefore students should consult with the individual program.
3. Doctoral programs may include a maximum of one-third of the course work hours, exclusive of acceptable hours in a master's degree.
4. Transfer credit that is accepted must have been in courses started six years or less before the semester in which degree work is completed at WSU.
5. An official transcript containing the requested transfer work must be on file in the Graduate School. If such work is shown on the transcripts provided in support of the original admission to Graduate School, an additional transcript will not be required. Students may order transcripts by using the [Transcript Request](#) form.