

CQAS GUIDELINES FOR MS TRANSFER CREDITS

MS degree

1. Up to 9 credit hours may be credited (Institute Policy and Procedures, D2.0 B.1).

Certificate

1. Up to 3 credit hours may be credited (our graduate brochure).

Restrictions

1. A grade of B or better is required (D2.0 B.1)
2. If the course under consideration has been applied toward another degree, the course must be a required course in our department (D5.0 B, waived section).
3. The course must be used within five years (D2.0 L.3).
4. Under no cases can fewer than 45 credit hours (including the transfer credits) be taken for the MS degree.

Other notes

1. If a student has taken additional courses that are required in our department, the course can be *waived*. This means the student can be exempted from taking these again, but these must be replaced by other courses (D5.0 B, waived section).
2. A required course is a core course.
3. MS courses taken toward an undergraduate degree, including our own courses, cannot be given transfer credit in our program. For example, if the ME BS degree requires 197 credits (the RIT requirement, not the NYS requirement), courses taken for those credits cannot be applied to our program. (The exceptions to this rule are for certain BS/MS programs—those exceptions are not discussed here.)
4. These transfer-credit limits refer to transfers from other universities. The number of credits taken from another department at RIT is left up to the discretion of the department.

Examples

1. A student in the advanced certificate wants to waive two courses, 781 and 782. The 781-like course is very closely aligned with ours, the 782-like course fairly well aligned.
 - Only one course can be waived, say 781. The student may be exempted from taking 782, in which another CQAS course must be taken in its place; or the student can take our 782 rather than accept the exemption.
2. An MS student wants to get credit for 862, based on a similar course used toward an MS in Industrial Engineering.
 - The 862 course is not required in CQAS. No credit should be granted.
3. An MS student wants to get credit for 862, based on a similar course taken in an Industrial Engineering department. The student is no longer pursuing this degree
 - Credit can be give for the 862 course, as long as the student received at least a B and the course is deemed to be aligned closely enough with 862.

4. An MS student wants to get credit for a graduate-level statistics course in a topic not covered in any of our courses. The course is eligible for transfer credits.
 - Credit would normally be given, so long as the course was deemed to be at or above the level of CQAS courses.
5. An MS student wants to get credit for 717 and 818, based on a 4-quarter-credit course taken elsewhere.
 - The advisor must decide whether to waive 717, waive 818, or waive neither course. (The last scenario is unlikely, unless the 4-quarter-credit course was very weak.)
 - Based on the knowledge gained in the 4-credit course, the advisor may require that the other CQAS DOE course be taken—either 717 or 818. Or, if the student appears to be very strong, the advisor could recommend that the student be exempted from the second DOE course, but be required to take 803 instead.

JGV 8/31/06