



Policy on Transfer Credits at the European Graduate School

1. Purpose

The purpose of this policy is to establish consistent, fair, and transparent guidelines for the evaluation and acceptance of transfer credits for students enrolling at the European Graduate School ("the EGS"). This policy aims to facilitate student transition and progression by recognizing prior learning while ensuring the integrity and standards of our academic programs.

2. Scope

This policy applies to all prospective and current students wishing to transfer academic credits earned from other recognized post-secondary institutions to the EGS.

3. Policy Statement

The EGS acknowledges that learning and the achievement of academic credentials can take place in different settings. As such, the EGS will consider accepting transfer credits from other accredited institutions, including both undergraduate and graduate credits, evaluated on a case-by-case basis.

4. Definitions

- a. Transfer Credit: Credit earned for a course taken at another institution that may be counted towards the requirements of a program at the EGS.
- b. Accredited Institution: An educational institution that has been recognized by an official accreditation body.

5. Policy Guidelines

- a. Eligibility: Students must be admitted and enrolled at the EGS to be eligible for transfer credit consideration.
- b. Credit Evaluation: Transfer credit evaluation is performed by the Deans and Directors in consultation with the respective academic divisions, if necessary.
- c. Grade Requirements:
 - i. Courses must have been passed with a grade of B or better to be considered for transfer.
 - ii. Courses graded as pass/fail will not be considered for transfer unless equated to B or better.
- d. Course Equivalence: Courses must have similar content and rigor to a course offered at the EGS for credits to be eligible for transfer.
- e. Credit Limits: For graduate degrees, a maximum of **XX** semester credit hours may be transferred.
- f. Age of Credit: Credits to be transferred should have been earned within the last five years for graduate programs. Divisions within the EGS may have stricter requirements.



- g. Repeated Courses: Courses that repeat content of another course for which credit has been granted cannot be transferred.
- h. Non-Transferable Credits: Credits for remedial or technical courses, personal development courses, or courses not applicable to the student's chosen program of study at the EGS are not eligible for transfer.

6. *Procedure for Transfer Credit Evaluation*

- a. Students must provide official transcripts from all previously attended institutions.
- b. Transcripts must be sent directly from the issuing institution to the Administration Office.
- c. If necessary, course descriptions, syllabi, or other supporting documents may be requested to assist in the evaluation process.
- d. Upon receipt and evaluation, the Administration Office will inform the student of the outcome of the transfer credit review.

7. *Appeals*

- a. Students who wish to appeal the decisions regarding their transfer credits may submit a written request, along with any supporting documentation, to the Administration Office within 30 days of notification.
- b. The Administration, Deans, and Directors will review the appeal and make a formal determination on the appeal. This determination will be final.

8. *Policy Updates, Amendments, and Modifications*

- a. This policy is subject to change at the discretion of the EGS.
- b. This policy will be reviewed periodically and updated as necessary to reflect changes in EGS policies and procedures.
- c. Any changes to the policy will be communicated to students through the EGS websites and other means of official communication.