

Master’s Degree

POLICY AND EXAMPLES REGARDING PRE-ADMISSION AND TRANSFER CREDIT

All master’s students are required to earn a minimum of two-thirds of the credits applied to the degree *after formal admission to the PSU degree program* and must earn a minimum of two-thirds of the credits applied to the degree *at PSU*. A maximum of one-third of the total number of credits required for a degree program may be **Pre-admission** credits, which are defined as credits taken at any institution, including PSU, before the formal term of admission to a PSU graduate degree program, and one-third of the total credits may be **Transfer** credits, which are defined as credits taken at any other institution at any time. Reserve credits, which are graduate-level courses taken at PSU while working toward the first bachelor’s degree but not used to meet the requirements of the bachelor’s degree, are included in Pre-admission totals. Reserve courses have additional stipulations and requirements, and must be approved with the use of a GO-10 form. Departments may have additional restrictions.

All Pre-admission and Transfer credits must be graduate level and meet the following requirements: 1) must be letter graded B- or higher; 2) must not be graded Pass (or similar grading method); 3) must not be used for any other degree at any institution; 4) must be no older than seven years old at the time the master’s degree is awarded; 5) must be applicable to a master’s degree at originating institution without qualification; 6) must not be correspondence credit. Refer to the PSU Bulletin for information on transfer of television courses, short-term courses, and courses from foreign institutions, as these require additional documentation.

Example 1: Emily was admitted to the MA in English at PSU effective Fall 2001. The MA in English is a 45 credit program, so she is allowed a maximum 15 Pre-admission credits and a maximum 15 Transfer credits. She took 12 graduate credits at PSU before her term of admission. She also took 9 graduate credits in English at Oregon State University, 3 credits before and 6 credits after her term of admission to PSU.

Pre-admission Credits

DEPT.	NO.	TITLE	INSTITUTION	TERM/YEAR	GRADE	CREDITS
ENG	526	The Age of Chaucer	OSU	Fall 1999	A-	3
ENG	591	Literary Criticism	PSU	Spring 2000	A-	4
ENG	520	Caribbean Literature	PSU	Summer 2000	B	4
ENG	548	Cather and Friends	PSU	Spring 2001	A	4

TOTAL PRE-ADMISSION CREDITS REQUESTED 15

Transfer Credits

DEPT.	NO.	TITLE	INSTITUTION	TERM/YEAR	GRADE	CREDITS
ENG	526	The Age of Chaucer	OSU	Fall 1999	A-	3
ENG	535	Studies in Shakespeare	OSU	Summer 2002	B	3
ENG	531	John Milton	OSU	Summer 2002	A	3

TOTAL TRANSFER CREDITS REQUESTED 9

Note that ENG 526 from OSU meets the definition of Pre-admission and Transfer credits, so it must be listed in both tables.

Example 2: Scott took 16 credits of Public Administration courses at UO, then moved to PSU and took another 12 credits before he was formally admitted to the Master of Public Administration in Fall 2002. The MPA at PSU is a 60 credit program, so Scott is allowed a maximum 20 Pre-admission credits and a maximum 20 Transfer credits. Since he has taken 28 Pre-admission credits, he will need to work with his adviser to determine which 20 of these 28 credits would be most appropriate to use in his PSU degree.

Pre-admission Credits

DEPT.	NO.	TITLE	INSTITUTION	TERM/YEAR	GRADE	CREDITS
PPPM	618	Intro. to Public Service	UO	Winter 2002	A	4
PPPM	628	Public Finance Admin.	UO	Winter 2002	A	4
PA	513	Admin. Values and Ethics	PSU	Spring 2002	B	3
PA	520	Intro. Non-Profit Mgmt	PSU	Spring 2002	A-	3
PA	536	Strategic Planning	PSU	Spring 2002	A	3
PA	540	Admin. Theory and Behavior	PSU	Spring 2002	B+	3

TOTAL PRE-ADMISSION CREDITS REQUESTED 20

Transfer Credits

DEPT.	NO.	TITLE	INSTITUTION	TERM/YEAR	GRADE	CREDITS
PPPM	618	Intro. to Public Service	UO	Winter 2002	A	4
PPPM	628	Public Finance Admin.	UO	Winter 2002	A	4

TOTAL TRANSFER CREDITS REQUESTED 8

Note that PPPM 618 and 628 from UO meet the definition of Pre-admission and Transfer credits, so they must be listed in both tables.

For more details on how this policy would affect your plan of study, contact the Office of Graduate Studies in 600 Unitus Bldg. or at 503-725-8410.

Master's Degree

PROPOSED PRE-ADMISSION AND TRANSFER CREDIT

This form is required whenever Pre-admission and/or Transfer credit is requested. The GO-21 must be submitted and approved before the GO-12 can be approved. Approval of the GO-21 *early in the student's program* is recommended, so the student will have sufficient time to complete any additional course work which may be necessary to her/his program. In the case of transfer credits, an official transcript in a sealed (closed) envelope from the originating institution must be attached if it is not already on file in the Office of Admissions.

Name _____ ID# _____ Term of Admission _____
 Address _____ City _____ State _____ Zip _____
 E-mail (**PRINT CLEARLY**) _____ Day phone (____) _____ Other phone (____) _____
 Degree _____ Major _____ Department, _____
 if different from Major _____ Adviser _____

All master's students are required to earn a minimum of two-thirds of the credits applied to the degree *after formal admission to the degree program* and must earn a minimum of two-thirds of the credits applied to the degree *at PSU* (reserved credits are included in these totals). A maximum of one-third of the total number of credits required for a degree program may be **Pre-admission** credits, which are defined as credits taken at any institution, including PSU, before the formal term of admission to a PSU graduate degree program, and one-third of the total credits may be **Transfer** credits, which are defined as credits taken at any other institution at any time. Departments may have additional restrictions. Please refer to the back of this form for further details and examples.

All Pre-admission and Transfer credits must be graduate level and meet the following requirements: 1) must be letter graded B- or higher; 2) must not be graded Pass (or similar grading method); 3) must not be used for any other degree at any institution; 4) must be no older than seven years old at the time the master's degree is awarded; 5) must be applicable to a master's degree at originating institution without qualification; 6) must not be correspondence credit. Refer to the PSU Bulletin for information on transfer of television courses, short-term courses, and courses from foreign institutions, as these require additional documentation.

If a course meets the definition of Pre-admission and Transfer, it **MUST** be listed in **BOTH TABLES BELOW**

Pre-admission Credits

DEPT.	NO.	TITLE	INSTITUTION	TERM/YEAR	GRADE	CREDITS

TOTAL PRE-ADMISSION CREDITS REQUESTED _____

Transfer Credits

Transfer credits from other institutions are not computed in the PSU graduate GPA and are not entered on PSU's transcript.

DEPT.	NO.	TITLE	INSTITUTION	TERM/YEAR	GRADE	CREDITS

IF CREDITS AT ORIGINATING INSTITUTION ARE SEMESTER CREDITS, CLEARLY INDICATE WHETHER THEY SHOULD BE CONVERTED TO QUARTER CREDITS (MAXIMUM CONVERSION: 1 SEMESTER CREDIT = 1.5 QUARTER CREDITS; PARTIAL CREDITS CANNOT BE ROUNDED UP)

TOTAL TRANSFER CREDITS REQUESTED _____

COMMENTS _____

Required Signatures

Student Signature _____ Date _____

Adviser _____ Date _____

Department Chair or Graduate Committee Chair _____ Date _____

Dean of Graduate Studies _____ Date _____