

## **The UCLA Department of Spanish and Portuguese Guidelines-Transfer of Graduate Courses outside UCLA**

### **Eligibility:**

#### ***First stage of the program (i.e. M.A. in Spanish or M.A. in Portuguese)***

Through petition, courses completed in graduate status on other accredited universities may apply to master's programs at UCLA, provided they were not used toward a previous degree. A maximum of two courses completed with a minimum grade of 'B' in graduate status at institutions other than UC may apply to UCLA master's programs. Two courses would be the equivalent of eight quarter units. They may not fulfill the minimum five-graduate-course requirement or the academic residence requirement. The approval of the Graduate Division and the student's major department is required on a petition for transfer of credit. Courses taken for any other degree previously awarded at UCLA or another institution, and courses taken before the award of the bachelor's degree may not be applied toward a graduate degree at UCLA. Correspondence courses are not applicable to graduate degrees.

#### ***Second stage of the program***

Through petition, courses completed in graduate status on other accredited universities may apply to the Ph.D. program. A maximum of nine (9) courses completed with a minimum grade of 'B' in graduate status at institutions other than UC may apply to the Ph.D. program. Nine courses would be the equivalent of thirty-six quarter units. Courses taken before the award of the bachelor's degree or courses dating more than five years by the time of the petition may not be applied toward the Ph.D. Program. Correspondence courses are not applicable to graduate degrees.

### **Deadline:**

Students seeking transfer of credit are required to submit their petition to the department's graduate affairs office by Friday of the sixth week during the first quarter of graduate study in the department (Fall). After the first fall quarter, no transfer credit will be allowed.

Students should submit in their petitions the following documents:

- 1- A statement that describes the courses that you are petitioning for credit
- 2- Provide a syllabus and/or list of readings of the courses

The Director of Graduate Studies, in consultation with the Graduate Affairs committee, will review such petitions only during the fall quarter. Decisions are based on the student's academic needs and interests as well as the Ph.D. program requirements. Students receive in writing the final decision. Up to nine (9) graduate courses can be transferred for credit toward the Ph.D. program requirements.

Please note that the department of Spanish and Portuguese adheres to the "[\*Standards and Procedures for Graduate Study at UCLA\*](#)".