

Transfer credit for previous work

Students entering the Program with relevant education, experience, or portfolios may petition to have equivalent courses transferred up to 24 units. Two options are available: (1) request credit for core courses taken previously and elsewhere (transfer credit from an accredited university); (2) challenges.

(1a) TRANSFER CREDIT—CORE COURSES

Upon submission of (1) official transcripts from the granting institution (original, stamped, signed, and sealed or electronic coming directly from the institution) and (2) a written request by the student for evaluation sent directly to the Program Office; academic work completed at an approved institution prior to being accepted as a UCLA Extension Landscape Architecture Certificate Candidate can be evaluated for the purpose of satisfying up to twenty four (24) units of the Program's core course requirements. The student must have earned a letter grade of B or better, and course content must have been equivalent to the Program's core course. (Unless otherwise notified, core courses taken in the Program up to one year prior to applying for candidacy and in which the candidate received a grade of B or better will be automatically accepted; neither written request nor transcript need be submitted.) The student must provide a published course description or course portfolio verifying that the work done was commensurate with UCLA Extension's course content. Sometimes it may take the content of more than one course to satisfy a particular Program requirement. Students should be prepared to discuss, even demonstrate, what was learned in courses for which transfer credit is requested. If the course (or courses) satisfies Program requirements, the evaluator submits a completed Transfer Credit form to the Program Office where the grade becomes part of the student's record with the Program. There may be a charge to review transcripts and process transfers.

Coursework eligible for transfer must be completed within 5-10 years of the beginning of your certificate. Technical courses must be completed within 5 years of the beginning of your candidacy.

Transfer credits are purely internal arrangements between the Program Director and the student. These grades are not counted when grade point averages (GPA) are calculated. A transfer credit grade does not become part of the student's Extension record (since the course was not taken here), will not appear on Extension transcripts, and does not count towards fulfillment of the Program's residency requirement.

(1b) TRANSFER CREDIT—ELECTIVES

The Program accepts transfer credits to satisfy elective unit requirements only from approved courses in other UCLA Extension Programs. Approval is required before enrollment for the units to be accepted for elective credit.