**Transfer of Credit** (*From Institutions External to USF Tampa)*

Students may transfer graduate-level structured coursework into their graduate majortaken at regionally accredited institutions, including USF System Institutions (USF St. Petersburg, USF Sarasota-Manatee), with the approval of the graduate major, college, and Office of Graduate Studies.

* May transfer only graduate-level (5000-7999) structured coursework with a grade of B (3.00) or better.  Courses with Pass/Fail grades are not eligible for transfer. Grades from courses taken at other Institutions are not calculated in the USF GPA, although the courses are listed on the transcript.
* May transfer in up to 50% of a given graduate major’s total minimum hours as reflected in the individual major listings in the USF Graduate Catalog in effect at the time of initial enrollment for that major. For doctoral majors, this percentage is based on the post-baccalaureate minimums. *Note – the 50% maximum includes the total of both external Transfer of Credit and Internal Application of credit.* Individual Graduate Majors may have more restrictive requirements.
* Must not have been used for a completed degree. For students with coursework from a completed degree, the specific course requirements in common across both majors may be waived with the substitution of other approved coursework at the discretion of the major.
* Must not be older than ten years at the time of graduation or course currency is required.

**Approval Process and Deadlines for Transfer of Credit:**

Acceptance of transfer of credit requires submission of the Transfer of Credit Form and approval of the:

* Graduate Director
* College Dean or designee
* Dean of the Office of Graduate Studies or designee

The Graduate Major / Department will be responsible for evaluating, approving, and initiating the transfer using established criteria to ensure academic integrity of the coursework. This must be completed and submitted to the Office of Graduate Studies no later than the end of the first semester the student is enrolled in the graduate major.

**Application of Internal Credit** *(Internal Transfer within USF)*

Students may request application of internal credit of graduate-level (5000-7999) structured coursework toward their graduate majortaken at USF, with the approval of the graduate major, college, and Office of Graduate Studies, for courses taken as:

* an undergraduate student that were not used as part of the undergraduate degree requirements, except in cases of an Accelerated Degree Program approved through Undergraduate Council, Graduate Council and SACSCOC.
* a non-degree seeking status (including Graduate Certificate Students, INTO students, etc.)
* a degree-seeking student, where the student is approved for a Change of Major to another graduate major

For Application of Internal Credit:

* May transfer only graduate-level (5000-7999) structured coursework with a grade of B (3.00) or better.  Courses with Pass/Fail grades are not eligible for transfer. Grades from courses taken at USF are calculated in the USF GPA and are noted on the transcript.
* May transfer in up to 50% of a given graduate major’s total minimum hours as reflected in the individual major listings in the USF Graduate Catalog in effect at the time of initial enrollment for that major. For doctoral majors, this percentage is based on the post-baccalaureate minimums. *Note – the 50% maximum includes the total of both external Transfer of Credit and Internal Application of credit.* Individual Graduate Majors may have more restrictive requirements.
* May transfer in the total hours taken as part of a completed Graduate Certificate to the graduate major with Major approval.
* Must not have been used for a completed degree. For students with coursework from a completed degree, the specific course requirements in common across both majors may be waived with the substitution of other approved coursework at the discretion of the major.

May or May not??? be transferred to a Graduate Certificate from a completed degree

* Must not be older than ten years at the time of graduation or course currency is required.

**Approval Process and Deadlines for Application of Internal Credit:**
Acceptance requires completion of the Application of Credit Form and approval of the

* Graduate Director
* College Dean or designee
* Dean of the Office of Graduate Studies or designee

The Graduate Major / Department will be responsible for evaluating, approving, and initiating the application of credit using established criteria to ensure academic integrity of the coursework. This must be completed and submitted to the Office of Graduate Studies no later than the end of the first semester the student is enrolled in the graduate major.