

INSTRUCTIONS FOR COMPLETION & SUBMISSION

*This form should be filled in electronically and printed. The printed hardcopy should then be submitted for signatures.*

*Please read all instructions prior to form submission. Complete all sections.*

*Incomplete forms will be returned to the student unprocessed and will delay action on your request.*

PURPOSE

To transfer/apply educational courses towards graduate degree seeking program

Graduate Catalog Transfer of Credit Policy

- **External** May transfer only graduate level structured coursework into their graduate program taken at a regionally accredited institution, including USF system Institutions (USF St. Pete and Sarasota)
- **Internal** May request application of internal credit of graduate level (5000-7999) structured coursework toward their graduate program taken at USF, with the approval of the graduate program, college, and Office of Graduate Studies, for graduate 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.) May transfer in the total hours taken as part of a completed Graduate Certificate to the graduate degree program with Program approval.
  - a degree-seeking student, where the student is approved for a Change of Program to another graduate degree program
- 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 non-USF 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 degree program's total minimum hours as reflected in the individual degree program listings in the USF Graduate Catalog in effect at the time of initial enrollment for that degree program. For doctoral programs, 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 Programs 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 degree programs may be waived with the substitution of other approved coursework at the discretion of the program. (not including coursework for PhD application of credit)
- Must not be older than ten years at the time of graduation or course currency is required.

SECTION I: STUDENT INFORMATION

- **Name:** Input last name first, then first name and middle initial (if applicable).
- **USF ID#:** Input your USF ID#, (DO NOT put in your Social Security Number).
- **Address:** Input your current mailing address. If this is different from what is on file in the Office of the Registrar, please contact the Registrar to update your file.
- **Email Address:** Input your email address. Please make sure this email address is one that you check regularly so that you are aware of any information electronically sent to you in a timely manner.
- **Telephone Number:** Input your telephone number including area code. Make sure the number is one that can be reached easily in case there are any problems or questions about your form.
- **College & Department:** Abbreviate your college, (i.e. ARCH, AS, BSN, EDU, ENG, GS, MD, MS, NR, PH, VPA) and add your Program/Department, (i.e. Biology, Public Health, Elementary Education, Sociology, etc.)
- **Semester Admitted:** Please identify the admission semester for student
- **Minimum Hours Required:** Please indicate minimum hours required for Degree

## SECTION II: TRANSFER OF CREDIT

Select the checkbox that applies to student's course transfer request

- **External Transfer:** Select this box if course transfer request is for coursework taken from an outside institution and/or USF system institution (USF St. Pete and Sarasota)
- **Internal Transfer** Select this box if course transfer request is for coursework taken at USF Tampa institution.
  - Graduate level coursework taken as Undergraduate student. Course can apply towards Graduate level degree if course was not used towards undergraduate degree. (Accelerated program student should not need this form please see Progress form)
  - Graduate level coursework taken as a non-degree seeking student. Can apply towards Graduate degree program following course transfer policy.
- **PhD Application of Credit** Select this box if course transfer request is for coursework taken in a completed Master's degree used towards post baccalaureate requirements for Doctoral program. Programs with post-master's degree hours listed in the catalog DO NOT NEED to complete this form for master's degree courses. This section is for both internal and external completed master's degrees.

## SECTION III: ACCEPTED COURSES

- **Course:** Please add prefix and course number of course that is being transferred in.
- **Equivalent USF Course:** Please add the USF course (prefix and course number or CRN) that is equivalent to the course being transferred in if no course applies please type in ELECTIVE in equivalency area.
- **Institution:** Please add name of institution course is being transferred from.
- **Semester Taken:** Semester which the student has taken the course. Coursework older than 10 years will need course currency form attached.
- **Semester hours:** Credit hours earned from course being transferred in. Please make sure that the credit hours are equal to those for the USF equivalent course.
- **Grade Received:** Please put in the grade the student received for courses being transferred in (USF Policy is course grade must be a B (3.0) or better and no Pass/Fail coursework is accepted).

## SECTION IV: APPROVALS

- **Advisor/Department Chair** If department approves course transfer equivalency, sign and date the form.
- **College Dean/Designee:** If college approves, sign and date the form.
- **Graduate Dean / Associate Dean/ Designee:** **Office of Graduate studies will approve or deny form. sign and date the form.**
- **Routing/Approvals:** **If approved by Office of Graduate Studies form is routed to Registrar's Office for processing. If form is denied by Office of Graduate Studies course is rejected/denied with justification.**



Graduate Transfer Course Form

OFFICE OF GRADUATE STUDIES

4202 East Fowler Avenue, ALN 226 | Tampa, FL 33620-5816

TEL: (813) 974-2846 | WEB: <http://www.grad.usf.edu/>

SECTION I: STUDENT INFORMATION

Last Name		First Name		M. I.	Today's Date
Street Address				USF ID #	
City	State	Zip Code	E-mail Address		
College/Department			USF Major/Concentration Code		
Semester Admitted to Graduate Program			Minimum Hours Required for Degree		

SECTION II: TRANSFER OF CREDIT

External Transfer

- Outside institution
- USF Systems Institutions (St. Pete & Sarasota)

Internal Transfer

- GR course taken as UG student (not used towards UG degree)
- Non-degree (including Grad.Cert. and INTO)
- Change of Program

PhD Application of Credit

- Completed Masters degree coursework used towards PhD post baccalaureate hour requirements. (for internal and external institutions)

SECTION III: ACCEPTED COURSES

Course	Equivalent USF Course (if applicable)	Institution	Semester Taken	Semester Hours	Grade Received

SECTION IV: DEPARTMENTAL SIGNATURES

Advisor/Department Chair Name	Signature	Date
College Dean/Designee Name	Signature	Date
Office of Graduate Studies Assistant Dean/Designee Name	Signature	Date

Registrar OFFICE USE ONLY

Date Processed: \_\_\_\_\_

By: \_\_\_\_\_