



GRADUATE COURSE TRANSFER FORM

UNIVERSITY OF SOUTH FLORIDA

OFFICE OF GRADUATE STUDIES

Website: www.usf.edu/graduate-studies/about-us/contact-us.aspx

INSTRUCTIONS FOR COMPLETION & SUBMISSION

This form should be filled in electronically. 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 eligible coursework, earned prior to acceptance into the current major, to the student's current plan of study as earned requirements of the student's current major.

GRADUATE CATALOG TRANSFER OF CREDIT POLICY

- **External:** May transfer only graduate-level structured coursework into a graduate major taken at other graduate institutions. Individual graduate majors may have requirements that are more restrictive.
- **Internal:** May request application of internal credit of graduate-level (5000-7999) structured coursework toward their graduate major taken at USF, with the approval of the graduate major, college, and Office of Graduate Studies, for courses taken while:
 - an undergraduate student that were not used as part of the undergraduate degree requirements, except in cases of an Bachelor's/Master's Pathway approved through Undergraduate Council, Graduate Council, and SACSCOC.
 - a non-degree seeking student (including Graduate Certificate students, INTO students, etc.). May transfer in the total hours taken as part of a completed Graduate Certificate to the graduate major with Graduate Director (or designee) approval.
 - a degree-seeking student, where the student is approved for a Change of Graduate Major to another graduate major.
- May transfer only graduate-level (5000-7999) structured coursework with a grade of B (3.00) or better. Courses with Pass/Fail (S/U) 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's 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 requirements that are more restrictive.
- 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 Graduate Director/ Designee (not including coursework for Ph.D. 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.
- **USF ID#:** Input your USF ID#, (DO NOT put in your Social Security Number).
- **Email Address:** Input your USF email address. Please make sure this email address is the 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, and Major/Concentration:** Input the information for your current program, which can be found in the [Graduate Catalog](#).
- **Semester Admitted and Minimum Hours:** Input the information for your current program, which can be found in the [Graduate Catalog](#).

To find your department representative, please go to the Graduate Major Contact Information site:

http://www.grad.usf.edu/programs/search_all.php.

SECTION II: TRANSFER OF CREDIT

Advisor must 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. **Official transcripts are required for submission.**
- **Internal Transfer:** Select this box if course transfer request is for coursework taken at USF. **Unofficial transcripts required for submission.**
 - Graduate-level coursework taken as undergraduate student. Course can apply towards graduate-level degree if course was not used towards undergraduate degree. (Bachelor's/Master's Pathway students should not need this form, please see Progression Form)
 - Graduate-level coursework taken as a non-degree seeking student. Can apply towards graduate major following course transfer policy.
- **Ph.D. 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 majors. Majors with postmaster's DO NOT NEED to complete this form for master's degree courses. This section is for both internal and external completed master's degrees. **Official transcripts are required for submission.**

SECTION III: ACCEPTED COURSES

- **Course:** Please add prefix and course number of course(s) that are being requested for transfer.
- **Equivalent USF Course:** Please add the USF course (prefix and course number or CRN) that is equivalent to the course requested for transfer. If no course applies, please type in ELECTIVE in equivalency area.
- **Institution:** Please add the name of the institution where the requested transfer of credit was originally earned.
- **Semester Taken:** Semester during which the requested transfer course credit was earned. Coursework older than (ten) 10 years will need the Course Currency form attached to this request.
- **Semester hours:** The number of credit hours earned for course being considered for transfer credit. Please make sure that the credit hour is equivalent to USF equivalent course.
- **Grade Received:** The grade earned in the course being requested for transfer (USF Policy states the course grade must be a B (3.00) or better and includes no Pass/Fail (S/U) coursework).

SECTION IV: APPROVAL SIGNATURES

- **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 and then sign and date the form.
- **Routing/Approvals:** If approved by Office of Graduate Studies, the form is routed to the Office of the Registrar for processing. If the Office of Graduate Studies denies the form, course is rejected/denied with justification.



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SECTION I: STUDENT INFORMATION				
Last Name		First Name		USF ID#
Email		Phone Number		
College	Department		Major/Concentration	
Semester Admitted into Graduate Major		Minimum Hours Required for Degree		

SECTION II: TRANSFER OF CREDIT		
<input type="checkbox"/> External Transfer	<input type="checkbox"/> Internal Transfer	<input type="checkbox"/> Ph.D. Application of Credit
<ul style="list-style-type: none"> Outside institution 	<ul style="list-style-type: none"> GR course taken as UG student (not used towards UG degree) Non-degree (including Graduate Certificates and INTO) 	<ul style="list-style-type: none"> Completed master's degree coursework used towards Ph.D. 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: APPROVAL SIGNATURES		
Advisor/Department Chair Name	Signature	Date
College Dean/Designee Name	Signature	Date
Graduate Studies Associate Dean/Designee Name	Signature	Date

OFFICE OF THE REGISTRAR			
Processed by:			
	Name	Signature	Processed Date