Students can complete this as early as their first semester and should complete it within their first year, regardless of whether they are full-time or part-time. They also do not need to have a program plan or committee in place.

Instructions:

1. Students should bring the transcript to the advisor.
2. Advisor reviews their transcript and selects the courses s/he would be willing to accept.
	1. They need to have received a grade of B or higher.
	2. Courses must come from a master’s degree or from another doctoral program. Classes for graduate certificates are not allowed.
	3. Transfer classes cannot be used as a substitute for core courses.
	4. If the courses were taken over 7 years ago and/or are from an unrelated field, students will need to provide a petition statement using one of the three models below.

**Same Major but Credits Older than Seven Years**

This petition is to request that \_(name)\_, \_(EdD/PhD)\_ student in in \_(Doctoral Major)\_, be permitted to transfer the following courses from \_(TransferInstitution)\_. The requested courses are within the field of \_(Doctoral Major)\_. Although these courses are older than seven years, \_(name)\_ has remained relevant in the field by working at \_\_\_\_\_\_\_\_\_\_ as a \_\_\_\_\_\_\_. Therefore, program faculty have determined that content knowledge from the master's degree and professional experience is relevant to the doctoral program in \_(Doctoral Major)\_.

**Different Major**

Although these courses were for \_(name)\_’s \_(MA/MED/MS)\_ in \_(DegreeName)\_ from \_(Institution)\_ in \_(GraduationYear)\_, the courses that we are requesting for transfer credit supplement the current field of study in \_(Doctoral Major)\_. These courses align with \_(name)\_’s research interests on the topics of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Therefore, program faculty have determined that content knowledge from the master's degree is relevant to the doctoral program in \_(Doctoral Major)\_.

**Different Major *AND* Credits Older than Seven Years**

Since graduating in \_(GraduationYear)\_ from \_(Institution)\_ with a \_(MA/MED/MS)\_ in \_(DegreeName)\_, \_(name)\_ has been employed at \_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_. The requested courses supplement the current field of study in \_(Doctoral Major)\_. These courses align with \_(name)\_’s research interests on the topics of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Therefore, program faculty have determined that content knowledge from the master's degree and professional experience is relevant to the doctoral program in \_(Doctoral Major)\_.

1. The student then completes this document and
	1. Emails advisor a TYPED copy for his/her records
	2. Emails Angela Rowe a TYPED copy for her records
2. Angela will complete the Graduate School petition forms to the Graduate Coordinator to complete the process.

**School of Human Development and**

**Organizational Studies in Education**

**Transfer of Credit Document**

|  |  |
| --- | --- |
| **First Name** |  |
| **Last Name** |  |
| **UF ID Number** |  |
| **Gator Link Email** |   | @ufl.edu |

|  |  |
| --- | --- |
| **Institution\*** |  |
| **Course #** | **Title of Course** | **Semester Hours** | **Year / Term** | **Grade** |
|   |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | **TOTAL HOURS** |  |  |  |

**\*If there are more than one institution, please identify which courses relate to which institution.**

|  |
| --- |
| **Petition Statement: Write in third person (he/she, his/her) not first person (I, my).*** **In one sentence: What has student done since taking the courses to stay relevant in the field of study? This may include work positions held.**
* **In one-two sentences:**
	+ **How are requested courses related to your plan of study/research interests? How do they supplement current UF classes?**

**OR*** + **If these courses are from another field, how are they relevant to your current field of study (including your research interests)?**
 |
|  |