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 *AND* Credits Newer than Seven Years**

No petition paragraph is required. Just provide the courses. If you are unsure and want to be safe, use the “Same Major but Credits Older than Seven Years” to be on the safe side.

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

This petition is to request that \_(name)\_, \_(EdD/PhD)\_ student 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)?**
 |
|  |