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. Students must have earned a grade of B or higher in any requested course.
	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. Write a petition statement using one of the following sample petition statements 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)\_ be permitted to transfer the following courses from \_(TransferInstitution)\_. Although the requested courses are older than seven years, they are within discipline. \_(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 requested courses align with the student’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 \_\_\_\_\_\_\_\_\_\_. The requested courses supplement the current doctoral work by covering 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 advisor’s records
	2. Emails Academic Assistant a TYPED copy for student’s official file
2. Program’s Academic Assistant 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\*** |  | **Year Graduated** |  |
| **Degree****(MA,MS,MED, EDS, etc.)** |  | **Major** |  |
| **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: Keep it simple; use the sample petition statements on the first page and fill in the blanks. No need to add extra information.**  |
|  |