Graduate Student Records Workshop: Transfer Credits

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Transfer of Credit: Workshop Objectives

Transfer of Credit...

- Purpose
- Best Practices
- Process
- Types

*NOTE: PPT will be posted to the Graduate School website.*
Transfer of Credit: Purpose

- Transfer of Credit requests are considered a type of petition
- Graduate coursework completed PRIOR to admission to the UF graduate degree
  - Any non-UF coursework taken while an active graduate student at UF requires traveling scholar (domestic) or graduate academic advising (international) approval PRIOR to that course experience, otherwise it will not be eligible to transfer towards the UF degree
- Not a course “equivalency” or “substitution”
  - Approval for a transfer of credit amount is not applied by the Graduate School towards a specific departmental or program-monitored requirement
- Eligible transfer of credit must be:
  - Graduate level course
  - Letter graded
  - Graded B or better
- Course-by-course

*Information regarding criteria for Transfer of Credit requests for different UF graduate degrees can be located on the “Graduate Degrees” section of the Graduate Catalog:

https://catalog.ufl.edu/graduate/degrees/
Standard Transfer of Credit maximums:

<table>
<thead>
<tr>
<th>UF Degree</th>
<th>Transfer of Credit maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>PhD/EdD</td>
<td>30</td>
</tr>
<tr>
<td>Master’s</td>
<td>9</td>
</tr>
<tr>
<td>Specialist (Ed.S)</td>
<td>9</td>
</tr>
</tbody>
</table>

Specific situations may be different depending on the student and program--email Grad Records!
Best Practices

- Admission to a graduate program should not be offered based on potential Transfer of Credit approval.
- The supervisory committee is responsible for using established criteria to ensure the academic integrity of course content before requesting graduate transfer credits.
- Graduate School cannot pre-approve or guarantee potential Transfer of Credit approval.
- Graduate School reviews each request for each student individually and holistically, therefore the decision timeline can vary.
- Submit one email per Transfer of Credit request AND per student.
  - Only the GIMS Transfer of Credit form should be submitted to the Graduate School.
  - No internal/departmental forms!
- Petitions should be specific and individually supported by the supervisory committee.
  - Course-by-course requests will assist when petitioning from an out-of-major field.
  - All petitions, including Transfer of Credit requests, are prepared and submitted by the academic unit to the Graduate School.
Transfer of Credit: Process

- Transfer of Credit requests should be submitted in a student’s first term of their graduate degree program and MUST be submitted no later than midpoint of a student’s final term in their graduate career for coursework to be considered eligible for transfer.
  - Transfer of Credit requests sought after midpoint of a student’s final term must be submitted formally via Petition to the Graduate School PDF.
- Before submitting a request, please verify the following:
  - The request is on a Transfer of Credit request form generated via GIMS, containing all requisite approval signatures for a matriculated (admitted and enrolled) graduate student (see next slide).
  - The correct College, Major, Degree, Concentration (sub-plan), and classification are listed on the request form, otherwise the request will be returned unprocessed. The student’s GIMS information must match their SIS record.
  - Credits listed on the request were earned before the student’s matriculation into the UF graduate program specified on the Transfer of Credit Request form.
  - If the credits identified on the request were earned at a non-UF institution ensure the official, final transcripts for the institution listed on the Transfer of Credit request are visible in OnBase (see next slide).
Creating the Transfer of Credit Request in GIMS

- Hover on the “Actions” tab
- Select Submit Credit Transfer
- Complete the pop-up window
- Save and Print
- Obtain departmental and college signatures
- Email completed PDF to GraduateSchoolPetitions@aa.ufl.edu
Locating Transcripts in OnBase

Detailed OnBase notes are included at the end of this document

Contact GradPro@admissions.ufl.edu for questions or concerns re: Admissions transcripts
OnBase - GIMS and Admissions

- OnBase access is required to view all transcript and admissions documents necessary for Transfer of Credit review! **Final and official transcripts** must be imaged and viewable in OnBase before any Transfer of Credit request may be submitted to the Graduate School.

- There is a link to OnBase digital files on a graduate student’s dashboard in GIMS, which will show all documents the Graduate School have uploaded (e.g. GRD Petitions, GRD Transfer of Credit, GRD Missing Credential, etc.).

- To access OnBase digital files for **Admissions** transcripts (e.g. ADM Transcripts):
  1. Go to: [https://docs.erp.ufl.edu](https://docs.erp.ufl.edu) and click on the hamburger icon in the top left corner (next to Document Retrieval). Then click Open Folders and ADM File Cabinet. This will allow you to search by UFID.
  2. Via the student’s Slate application, click the “External Imaging” tab and follow the link on screen.

- This IT page can tell you more about OnBase: [https://it.ufl.edu/edm/resources/faqs/](https://it.ufl.edu/edm/resources/faqs/)
What Happens After Graduate School’s Decision?

- All Graduate School decisions for Transfer of Credit requests will be communicated via email directly to the preparer of the form
  - It is the department’s responsibility to convey Transfer of Credit decisions to students, especially if action by the student is necessary.
- Final documentation will be imaged to the student’s digital file in OnBase
- If approved, transcript remarks will take 2-14 business days to reflect on the student’s UF transcript
  - Please note: internal transfer of credit requests (i.e., a UF master’s out of major approved to transfer to a UF PhD) will not post to the student’s UF transcript, as the approved credits will be counted to the student’s record when they are evaluated at degree certification
- Any questions or concerns, please contact our office at 352-392-4643 or gradrecords@aa.ufl.edu
Transfer Credits: Classification Types

- Transfer of Credit Request Types:
  - Combination UF bachelor’s/master’s
  - Undergraduate
  - Non-degree-seeking
  - Postbaccalaureate
  - Graduate Certificate
  - Graduate
    - UF
    - Non-UF domestic
    - International
  - Other (ex. Professional)
Combination Master’s/Bachelor’s Requests

- A Combination (Bachelor/Master) Degree Program is a planned and thoughtfully developed set of academic experiences that together may lead to the achievement of both the bachelor and master degrees.
  - University of Florida Policy for Combination, Joint, and Dual Degrees
  - The Graduate School Principles and Policies on Combination (Bachelor/Master) Degree Programs
  - **All existing combination programs must be re-affirmed via the approval system**

- Up to 12 graduate credits may be counted as part of an approved combination bachelor’s/master’s degree program.
  - If formally approved, specific programs may be allowed to count more than 12 credits
  - Combined in content and time

- UF Policy only applies to UF combination degrees
Courses identified on a “Combined Master’s/Bachelor’s” Transfer of Credit Request must be approved and posted to a student’s SIS Advising Notes by SIS-Advisor-Support@aa.ufl.edu PRIOR to certification of the bachelor’s degree.

Combination degree program approval or revision of coursework cannot be completed after certification of the bachelor’s degree.

Both Graduate and Undergraduate advisors are encouraged to utilize advising notes to provide clear communication pathways for both programs, the Office of the Registrar and the Graduate School.

Student Information System > Campus Community > Student Services Center

UF HR Academic Advising Toolkits

Approval and questions for SIS Advising Notes:
SIS-Advisor-Support@aa.ufl.edu
Undergraduate Requests

- Graduate coursework taken during the bachelor’s degree may be eligible for Transfer of Credit request.
  - Up to 15 graduate credits may be counted ONLY if the requested coursework was not used to satisfy the undergraduate degree.
- Undergraduate Transfer of Credit Requests should be submitted with an accompanying letter/memo.
  - This letter must be on official letterhead, signed by the academic staff member in the College/Department that has the authority to certify the baccalaureate degree, and attest that the courses listed on the Transfer of Credit request was not used to satisfy the prior bachelor’s degree.
  - For Undergraduate requests from non-UF institutions, a letter from the undergraduate institution Registrar is required for review.
- If submitted with an accompanying “Combined Master’s/Bachelor’s” request, the total credits requests from both requests can be no more than half the degree.
- Not eligible towards any UF doctoral degrees.
Non-degree-seeking, Post-baccalaureate, and Certificate Requests

- For graduate coursework completed at UF, up to 15 credits may be counted.
  - Per Graduate Council policy, non-degree-seeking/post-baccalaureate/certificate coursework may only be applied towards a master’s degree at UF.
- No more than 9 credits from a non-UF institution may be counted.
  - Student’s classification (non-degree-seeking/post-baccalaureate/certificate) must be clearly noted on the student’s non-UF transcript.
- Please note: graduate certificate coursework taken at a non-UF institution may not be eligible for transfer to a UF master’s degree program.
- Must meet all standard eligibility requirements: graduate level, letter graded, graded B or better
Graduate Requests

- Master’s toward UF master’s degree:
  - No more than 9 credits of a prior earned (or unearned) master’s degree may be transferred towards a UF master’s degree.
  - This credit limit is the same for both prior UF master’s degree and non-UF master’s degrees.

- Master’s toward UF PhD degree:
  - No more than 30 credits from an earned (or unearned) master’s degree may be transferred to a UF PhD.
  - This credit limit is the same for both prior UF master’s degrees and non-UF master’s degrees.

- In all cases, the spirit of the Transfer of Credit policy is one master’s from one institution towards the UF graduate degree.
- Requests for coursework from an EARNED PhD towards a UF graduate degree are not permitted.
Graduate Requests (continued)

- International requests:
  - Clearly defined transcript/scholastic key is essential.
    - Credit units? Program total requirements? Awarded grades? Grading key?
  - Approval may be given in fractions of credits (e.g. 23.4 credits) due to established international credit conversion guidelines.
  - SIS external education - only location for international degree award.
  - International requests require more thorough review of ALL documents in OnBase by the department; may also take longer to review by the Graduate School for a decision.

- Potential maximum 45 credits towards UF PhD:
  - For PhD students with attempted graduate coursework beyond the master's award, it may be possible for an additional max of 15 credits to be approved towards the UF PhD on top of the standard 30 credit maximum.
  - The attempted graduate coursework beyond the master’s degree taken at another university to be applied to the PhD degree must be taken at an institution offering the doctoral degree.
  - This requires a course-by-course Transfer of Credit request and a petition submitted to the Graduate School.
Other (ex. Professional) Requests

- Credit limits similar to Graduate Transfer of Credit requests.
  - Maximum of 9 credits towards a master’s or specialist degree
  - Maximum of 30 credits toward a PhD
- Grades from professional courses transferred to a UF graduate degree program are not included in the calculations of the overall GPA or major credit/GPA for the UF graduate degree program.
- Transfer of credit is not permitted for students authorized to participate in a combination professional/graduate ("joint") degree program at UF.
Petitions

- Why do we require petitions?
  - To support the request with specific academic rationale for the relevancy of the UF degree
  - To solidify the integrity of student degrees

- Petitions are always required to accompany a Transfer of Credit in the following two conditions:
  - Coursework is over 7 years old
    - Timeline is counted differently for master's and doctoral degrees
  - Coursework is not clearly relevant from one degree program to another.
    - Disciplines that share the same coursework as outlined in the Graduate Catalog
      [https://catalog.ufl.edu/graduate(colleges-departments/](https://catalog.ufl.edu/graduate,colleges-departments/)
    - Only prior UF master’s degree award in the exact same major discipline will automatically roll to the PhD with no TC required.

- Petitions may also be necessary in other situations!
  - Ask the Grad Records team if you are unsure if a petition is necessary
Student Information System (SIS) - External Education

Before submitting a Transfer of Credit request with final and official transcripts of a graduate DEGREE AWARD, confirm the credential has been posted to the student’s SIS - External Education page.

- Pathway: Records and Enrollment → Transfer Credit Evaluation → External Education

Includes two tabs:

1. External Education - indicates transcript action, type, and status (among other items...) that should correspond with ADM Transcripts imaged by Admissions in OnBase

2. Courses and Degrees - indicates verified credential award type and date (XBD = External Bachelor’s Degree, etc.)

If no degree was awarded from the institution on the Transfer of Credit request, the External Education page for this graduate experience may be missing or incomplete. For NO DEGREE AWARD Transfer of Credit requests, official transcripts verified in OnBase are all that’s needed to confirm before submitting to the Graduate School.
SIS - External Education
Q&A

*What* do you want to talk about?

*When* do you want to talk?

*What* concerns you the most?

*How* can we help?
Graduate School Administration: 392-6622  gradschool@aa.ufl.edu
Graduate Student Petitions: graduateschoolpetitions@aa.ufl.edu
Graduate Student Records: 392-4643  gradrecords@aa.ufl.edu
Editorial Office: 392-1282  gradedit@aa.ufl.edu
Data Management: 392-6623  graddata@ufl.edu

Graduate School Website: http://www.graduateschool.ufl.edu/
Faculty & Staff Forms: http://www.graduateschool.ufl.edu/faculty--staff/forms/
Faculty & Staff Resources: http://www.graduateschool.ufl.edu/faculty--staff/resources/