



UF GRADUATE SCHOOL

# Graduate Student Records Workshop: Transfer Credits

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# Transfer of Credit: Workshop Objectives

## Transfer of Credit...

- ▶ Purpose
- ▶ Process
- ▶ Types

*\*NOTE: PPT will be posted to the Graduate School website:*

<http://graduateschool.ufl.edu/>

[HOME/FACULTY & STAFF/RESOURCES/TRAINING](#)

# 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
- ▶ 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

\*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/>

# Transfer of Credit: Purpose

*Standard* Transfer of Credit maximums:

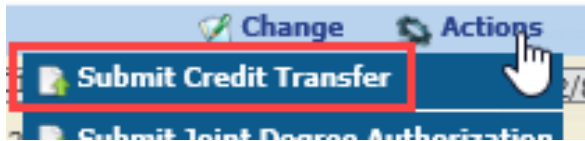
UF Degree	Transfer of Credit maximum
PhD/EdD	30
Master's	9
Specialist (Ed.S)	9

# 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 submitted past midpoint of a student's final term must be submitted on the standard Petition to the Graduate School PDF form, as Transfer of Credit requests cannot be generated via GIMS past midpoint of term for degree candidates.
- ▶ Before submitting a request, please make sure of 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 runs the risk of being returned unprocessed. The GIMS information should match the SIS student 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, please 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](mailto:GraduateSchoolPetitions@aa.ufl.edu)

**Credit Transfer Details**

Is the student graduating this Semester?

Were the Credits earned at UF?

At which institution were the credits earned?

Are Transcripts viewable in OnBase?

What was student's classification when the credits were earned?

**Credit Transfer Option:**

For BLOCK transfers of credit to Doctoral degrees, review transcripts and apply any eligible credits (up to 30) from previous non-UF master's degree toward doctoral degree requirements.

For BLOCK transfers of credit to Doctoral degrees, review transcripts and apply all eligible credits from previous UF master's degree toward doctoral degree requirements.

For COURSE-BY-COURSE transfers of credit to Masters or Doctoral Degrees, specify list of courses.

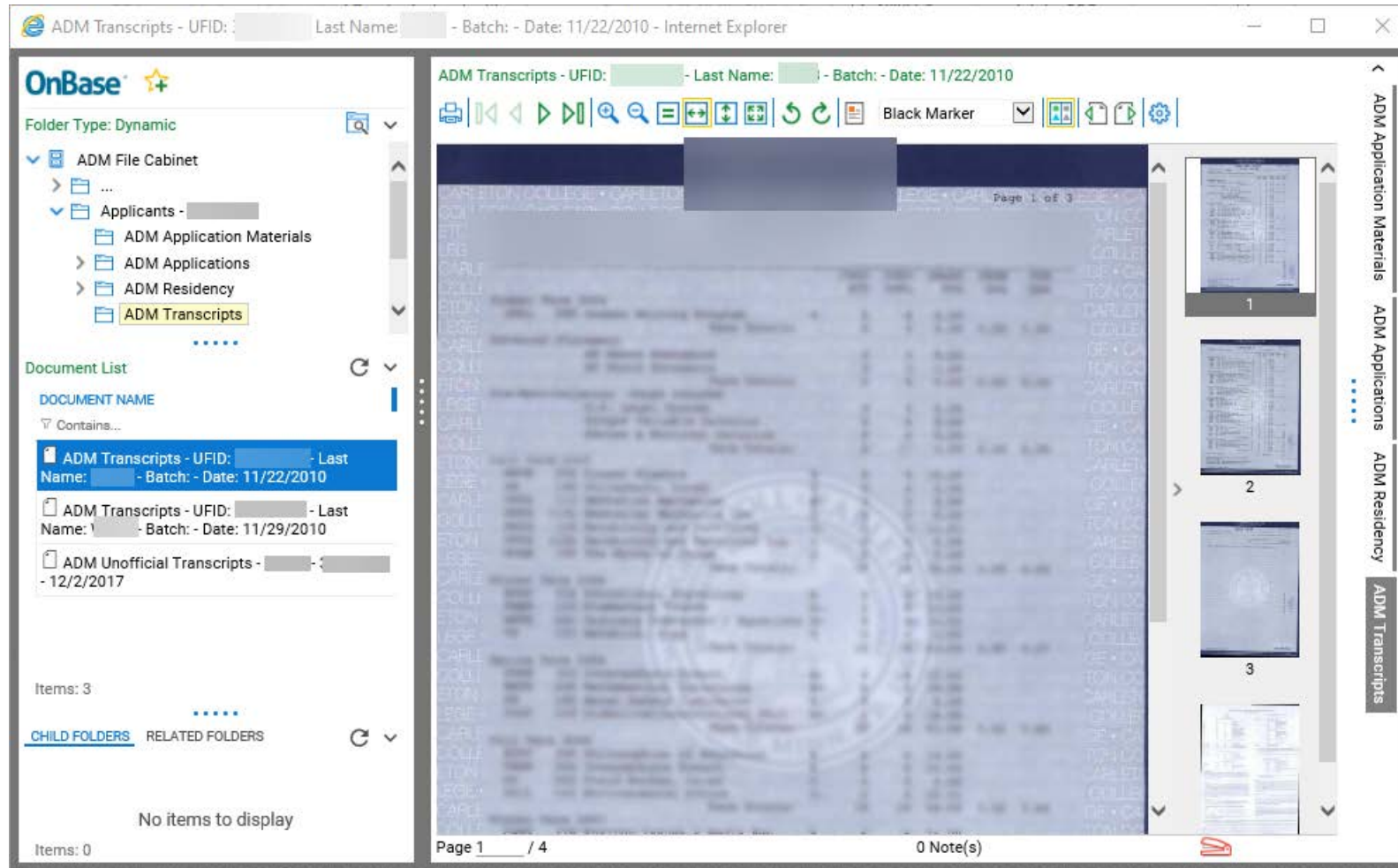
**Course listing for course-by-course transfers:**

Course	Title	Credits	Grade	Term	Year (YYYY)
				<input type="text" value="v"/>	
				<input type="text" value="v"/>	
				<input type="text" value="v"/>	
				<input type="text" value="v"/>	
				<input type="text" value="v"/>	
				<input type="text" value="v"/>	

Graduate (7, 8, 9)  
Combined Master's/Bachelor's  
Non-Degree-Seeking (0)  
Other  
Postbaccalaureate  
Undergraduate (1, 2, 3, 4, 5)



# Locating Transcripts in OnBase



*\*Detailed OnBase notes are included at the end of this document\**

# 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](mailto:gradrecords@aa.ufl.edu)



# Transfer Credits: Types

- ▶ Transfer of Credit Request Types:
  - ▶ Combination Master's/Bachelor's (UF undergraduate students only)
  - ▶ Undergraduate
  - ▶ Non-degree-seeking/Post-baccalaureate
  - ▶ Graduate
    - ▶ UF
    - ▶ Non-UF domestic
    - ▶ International
  - ▶ Professional
  - ▶ Other

**Credit Transfer Details**

Is the student graduating this Semester?

Were the Credits earned at UF?

At which institution were the credits earned?

Are Transcripts viewable in OnBase?

**What was student's classification when the credits were earned?**

**Credit Transfer Option:**

- For BLOCK transfers of credit to Doctoral degrees, review transcripts and eligible credits (up to 30) from previous UF master's degree toward doctoral degree requirements.
- For BLOCK transfers of credit to Doctoral degrees, review transcripts and eligible credits from previous UF master's degree toward doctoral degree requirements.

**Classification Options:**

- Graduate (7, 8, 9)
- Combined Master's/Bachelor's
- Non-Degree-Seeking (0)
- Other
- Postbaccalaureate
- Undergraduate (1, 2, 3, 4, 5)

# Combined Master's/Bachelor's Requests

- ▶ Up to 12 graduate credits may be counted as part of an approved combination bachelor's/master's degree program.
  - ▶ Certain programs may be allowed to count more than 12 credits.
  - ▶ If submitted with an "Undergraduate (1, 2, 3, 4, 5)" request, the total credits requested from both requests can be no more than half the degree.
- ▶ Per combination degree program policy, the courses identified on a "Combined Master's/Bachelor's" Transfer of Credit Request should be approved and posted to a student's SIS Advising Notes by a member of Toby Shorey's team **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.
- ▶ The Graduate School will not accept requests for graduate coursework taken at a non-UF institution that was used to satisfy a student's prior earned bachelor's degree.

# 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 non-UF 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 process 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.



# Professional Requests

- ▶ Credit limits similar to Graduate Transfer of Credit requests.
  - ▶ Maximum of 9 credits towards a master's or specialist's 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, major GPA, and minor GPA for the UF graduate degree program.
- ▶ For students authorized to participate in a combination professional/graduate ("joint") degree program at UF, transfer of credit is not an option.

# 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.
    - ▶ Work in the exact same disciplines will automatically roll, no TC required. (UF ONLY)
    - ▶ Disciplines that share the same coursework as outlined in the Graduate Catalog <https://catalog.ufl.edu/graduate/colleges-departments/>
- ▶ Petitions may also be necessary in other situations!

Unsure if you need a petition? Ask the Grad Records Team first!

We will never return a request unprocessed for being overprepared. 😊

# Best Practices

- ▶ Admission to a graduate program should not be offered based on potential Transfer of Credit approval
- ▶ 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/departamental forms!
- ▶ Petitions should be specific and individually supported by the supervisory committee
  - ▶ Course-by-course requests may 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

# 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:
  1. Go to: <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/>
- ▶ Security role required: UF\_N\_ADM\_IMAG\_VIEW role
- ▶ Any further questions for OnBase access should be submitted to your local DSA & UFIT.

# 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 (EE) page.
  - ▶ Pathway: Records and Enrollment → Transfer Credit Evaluation → External EducationIncludes 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.
- ▶ Any questions regarding the SIS - EE page should be asked directly to the Office of Admissions.

**Graduate School Administration:** 392-6622 [gradschool@aa.ufl.edu](mailto:gradschool@aa.ufl.edu)

**Graduate Student Petitions:** [graduateschoolpetitions@aa.ufl.edu](mailto:graduateschoolpetitions@aa.ufl.edu)

**Graduate Student Records:** 392-4643 [gradrecords@aa.ufl.edu](mailto:gradrecords@aa.ufl.edu)

**Editorial Office:** 392-1282 [gradedit@aa.ufl.edu](mailto:gradedit@aa.ufl.edu)

**Data Management:** 392-6623 [graddata@ufl.edu](mailto: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/>



thank  
thank  
you!

