

Transfer of Credit Request Form

Requirements:

This form is to transfer credits earned for coursework at another University. Per [Graduate Transfer Credit Policy](#): 1. the student must have earned grades of 3.0 or higher on a 4.0 scale; 2. courses must be no more than seven years old from a U.S. institution accredited by an accepted institutional accreditor or its equivalent from a non-US institution; and 3. thesis, dissertation, independent study, and other non-graded courses may not be used for transfer credits.

- The total number of transfer credits from sources both internal and external to UNF may not exceed 50% of the requirements for a UNF graduate degree. The residency requirement (courses completed at UNF) to receive a graduate degree at UNF is 18 credit hours.

Transfer Credits Earned Prior to UNF Program Enrollment

- For master's programs, no more than 12 credit hours previously earned at another institution may be used to satisfy the requirements of a UNF graduate degree, subject to program approval.
- For doctoral programs, no more than 50% of the credits for a Doctoral degree taken at UNF or another institution prior to program enrollment may be applied toward the degree, subject to program approval.

Transfer Credits Earned While Enrolled in a UNF Program

- Up to 12 credit hours of a graduate program may be earned through concurrent enrollment at another institution while the student is enrolled in a UNF graduate program. This requires advance approval by the program.

Instructions:

Please fill out the required information, ensure your official transcript is on file with the Graduate School, obtain the appropriate signatures and return to the Graduate School.

Institution	Semester & Year	Course	Course Title	Grade	Credit Hours

STUDENT

Name: _____

N Number: _____

Signature: _____

Date: _____

GRADUATE PROGRAM DIRECTOR

Name: _____

Signature: _____

Date: _____

GRADUATE SCHOOL

Processed by: _____

Date: _____