



UNIVERSITY OF CENTRAL FLORIDA

**Physics Department**

4111 Libra Drive  
Physical Sciences Bldg. Room 430  
Orlando, FL 32816-2385  
407-823-2325

**Request for Transfer of Credit Hours (Eff. Spring 2023)**

Refer to the Graduate Catalog [General Graduate Policies](#) for the most up to date information and exceptions.

Students must provide the official transcript(s) and/or course-by-course evaluation with GPA calculation from WES or Josef Silny, and course syllabi for review. As per policy: "The total number of transfer credits cannot exceed 50% of the UCF degree requirements, and at least 15 credit hours of graded (A-F) courses must be taken at UCF once admitted." When applicable, and "to minimize disruption to the student's research and progress to degree, graduate students recruited to transfer to UCF when their faculty supervisor is being hired by UCF from another institution may transfer up to 66.7% of the total degree requirements if all other transfer requirements are met. In this case, the student's transfer must be requested by the faculty supervisor being hired by UCF (rather than initiated by the student). This exception still requires the student to complete the following at UCF: a minimum of 9 hours of graded coursework, the requirements for Doctoral Candidacy, and a minimum of 15 hours of dissertation."

**To request a transfer of credit hour(s), complete this form and submit a plan of study during the 1<sup>st</sup> semester of enrollment. Requests must be received by the end of the semester following admit term.**

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Last Name:  First Name:  UCFID:   
E-Mail:  [@knights.ucf.edu](mailto:knights@knights.ucf.edu) Admit Term:   
Program (Physics/Planetary Sciences Track, MS/PhD):

**\_\_ Attach a list of courses that you are requesting to transfer with the UCF course equivalent.** Note: Only graduate-level courses with a grade of "B" or higher (No S/U or Pass/Fail courses).

**Student Signature & Date:** \_\_\_\_\_

**Program Director Approval & Date:** \_\_\_\_\_

**Note:** Courses older than 7 years cannot be transferred unless they have been reviewed and approved by a formal committee comprised of Graduate Faculty in the program. As per graduate policy, "Approved courses are valid if the student maintains continuous enrollment in the graduate program. If the student is readmitted after discontinuation or dismissal, the student must initiate a new transfer request for courses older than 7 years."

**For courses older than 7 years:**

**\_\_ Statement attached:** Program-level approvals must include a statement demonstrating the currency of the course(s) content in the context of the student's experience. The course(s) must then be approved by the COS Dean or designee.

**\_\_ COS Dean (or designee) Approval & Date:** \_\_\_\_\_