

# Transfer of Credits and Applications for Course Exemption Reviews

## How it All Works....

Department of Environmental and Global Health

*3/31/2016*

## ***Transfer of Credit.....How it all works***

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When a student has obtained a Master's degree from an accredited 4-year University other than the University of Florida, these credits do not automatically transfer to the students transcripts when they apply to the PhD program. What happens is, *the student is given credit for holding and transferring in a Master's degree, and is given credit for up to 30 transfer credits*. The individual classes taken and grades earned are not listed on the student's transcript at UF, it just says "bulk transfer of a Master's degree" and lists the number of credits that are accepted. This official transfer of credit involves petitioning the Graduate School for approval and does not happen until the second semester of study at UF.

Or perhaps you have 15 credits of Master's level courses from another accredited Institution, but did not attain a Master's degree. *In this instance, the Graduate School will allow for a transfer of up to 9 credits as you are not transferring in a Master's degree, only courses.*

### ***So....how do you know what classes to sign up for when registering at UF?***

When you begin the PhD program at UF, your first semester of registration should be geared towards completing all of the Public Health and Environmental Health concentration core requirements for the degree. *These classes are listed on the EGH website [PhD Curriculum page](#)*

But you may have already had some of these core classes when you previously took Master's level courses. Whether you earned a degree or not, your first step is to determine which of these courses are actually *comparable* to core classes you are required to take at UF. Then you will need to apply for a review for *course exemption*. Your initial conversations with your faculty advisor should involve trying to figure out either:

- which of the classes you took when you earned your Master's degree would be most suitable to transfer, as only **30 credits** in which you have earned a "B" or better will be accepted.
- Or, which of the credits you took when you previously took Master's level classes would be most suitable, as only **9 credits** in which you have earned a "B" or better will officially transfer. However, you can apply for a course exemption for any of the core courses you don't

officially get credit for if you have had equivalent material in a comparable class. You will then make up the credit balance by taking additional electives in your area of focus to make sure that you graduate with a minimum of 90 credits.

In talking with your advisor, you should concentrate on the core classes rather than electives, as you will need the cores completed before you take the comprehensive qualifying exam and you will want your elective credits reserved for your area of research and specialization.

### ***So, if you have earned a Master's degree at another institution other than UF.....***

You should not be waiting for these credits to automatically transfer before you know what to register for....*you will need to initiate the course exemption review process yourself!* This sounds complicated, but it is actually very straight-forward. If you are not sure what classes may be comparable, you should talk to your faculty advisor. The next step in the process is for you to *gather all of the syllabi for the classes that you would like an exemption for.* The Exemptions Committee will need a syllabus from the time period in which you took the course for every course you are applying for exemption for. For example, if you took a course in 2012, then you should contact your former instructor and obtain a syllabus from as close to that time as possible (a current syllabus will not be satisfactory). *You will need all of your syllabi for review submission at once, submitting one at a time will delay your review.*

Be sure to read the following ***Directions for Applying for Course Exemption Review***, and completely fill out the accompanying ***Petition for Course Exemptions***.

## ***Directions for Applying for Course Exemptions***

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As per the University of Florida Graduate School, up to ***30 credits of a Master's degree from another institution*** may be transferred to a doctoral degree. To do so, students must formally request a **course exemption** review from the EGH department. When a student has previously taken a course similar to a Public Health or Environmental Health core requirement, then they would follow these steps to apply for a course exemption.

All courses sought for exemption must be letter-graded and the student must have received a **“B” or better**. Official transfer requests must be made by petition of the supervisory committee to the Graduate school no later than the third term of Ph.D. study. For more information on transfer credits, [visit the Graduate School Catalogue](#)

1. ***Student must obtain a syllabus for any course that an exemption is sought for.*** If possible, it should be a syllabus from the year that you took the course because course content changes. For example, if you took an Epidemiology class in 2002 in Boston that you would think is comparable to UF PHC 6000 Epidemiology Methods, then you should contact your former instructor and obtain a syllabus from as close to that time as possible (a current syllabus will not be satisfactory).
2. ***Once you have gathered your syllabi, fill out the accompanying petition for course exemptions.*** On the petition, clearly state which course you are seeking exemption for next to the course you are providing the syllabus for, or the previously taken course. Completely fill out the form, not doing so may delay your review process.
3. ***Submit the petition with your syllabi.*** Submit all syllabi at the same time. Do not send us one syllabus at a time as the committee needs to meet and decide upon each exemption granted, and only complete exemption packets will be submitted for review. Submit all syllabi and the petition to HPNP room 4160. Contact your Academic Coordinator with any questions concerning scheduled committee meeting times.
4. ***The Exemptions Committee will decide if the classes are comparable.*** Once you submit your completed packet, at the committee’s following review meeting, they will decide whether or not the classes you are proposing contain comparable material. They will either grant or deny the exemption, sign the petition form and return it to your Academic Coordinator who will let you know the results of your exemption review.
5. ***The student registers for classes under the guidance of their faculty advisor.*** If an exemption is granted by the committee for a specific class, then the student does not have to take that course at UF. If an exemption is denied, then the student will have to take that course at UF to complete their degree. ***All core PH and EGH cores must be taken at UF or must have exemptions granted for them or you will risk delaying the completion of your qualifying exam and possibly even graduation.***

## ***Some Helpful Links:***

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For information on the Department of Environmental and Global Health, visit the [EGH website](#)

For information on the College of Public Health and Health Professions, visit the [PPHP website](#)

For the PhD EH Curriculum, visit the [PhD Ph Curriculum](#) page

For a list of all EGH Graduate Students and their faculty advisors, visit [EGH Graduate Students](#) page

For questions regarding EGH policy and degrees, visit the [EGH Student Handbook](#)

For questions regarding the University of Florida Graduate School policies, visit the [2010-2011 Handbook for Graduate Students](#)

For information regarding general requirements for the University Florida Doctor of Philosophy degree, visit the [UF Graduate School](#)

For the latest information regarding courses and when they are offered, visit the [registrar](#)

**Petition for Course Exemptions**  
*Department of Environmental and Global Health*

Use this form to request transfer credit(s) for courses taken at the graduate level at any institution other than the University of Florida. You must fill out this form **COMPLETELY** except areas marked "Official Use Only" and attach supporting documentation (*photocopy of the catalog description and/or syllabus*). Your transcript from the other institution must also be on file at the Registrar's Office. Please return this form to HPNP room 4160 or email to your Academic Coordinator.

Student's Name: \_\_\_\_\_ UFID#: \_\_\_\_\_  
(Last, First, MI)

Degree Sought: \_\_\_\_\_ Today's date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Cell phone \_\_\_\_\_  
(MM/DD/YY)

Faculty Advisor: \_\_\_\_\_ Email: \_\_\_\_\_

<b>Other Institution:</b>					<b>University of Florida</b>		<i>Official Use Only</i>
Year	Prefix, Course Number	Course Title	Credits	Grade Rec'd	Prefix, Course Number	Course Title	<b>Decision</b>
							<b>Yes/No</b>

<i>Other Institution:</i>					<i>University of Florida</i>		<i>Official Use Only</i>
Year	Prefix, Course Number	Course Title	Credits	Grade Rec'd	Prefix, Course Number	Course Title	Decision
							Yes/No

**Comments from student:**

**Comments from review committee:**