Transfer of Credit

Master’s and Specialist

Graduate transfer credits must be approved by the student’s academic department. Graduate credits may be transferred from an institution that is fully accredited by a regional or national agency recognized by the United States Department of Education only when a grade of “B” or higher was earned in the graduate work to be transferred and when the credits were completed within six years from the date the UWF graduate degree is awarded. The department offering the degree program may recommend that transfer courses, which were taken more than six years before the UWF degree is to be awarded, may be included in the student’s program of study if the department validates that the student has current knowledge related to the course subject matter.

Students whose programs consist of 30 to 36 semester hours may have a maximum of six semester hours or two courses (whichever is greater in credit) of graduate work at other universities accepted toward their program requirements at UWF. The department chairperson’s permission is required for the credits to be accepted.

Students whose programs consist of more than 36 semester hours may have a maximum of 10 semester hours of graduate work from other universities accepted toward their program requirements at UWF. The department chairperson’s permission is required for the credits to be accepted.

Graduate transfer credit applicable to a specialist degree must have been earned within three years of the date of admission, but no more than seven years at the point of graduation, to the UWF specialist degree program and be approved by a student's academic department.

Graduate credits, including those from a previously earned graduate degree, may be transferred upon approval of the student’s academic department.

The University recognizes graduate-level learning gained from specialized training and experience in the Military Services as recommended by the ACE Guide to the Evaluation of Educational Experiences in the Armed Services and apply that credit to a student's degree program where appropriate. The department chairperson’s permission is required for the credits to be accepted.

*UWF/REG 3.033 (https://uwf.edu/offices/board-of-trustees/regulations)

Doctoral

Students who have completed an Educational Specialist degree (Ed.S.) within the previous five years at UWF can transfer a maximum of 21 semester hours of graduate credit earned beyond a master’s degree into the Ed.D. program. Students requesting to transfer course work from other institutions are advised on an individual basis. Graduate transfer credit must have been earned within three years of the date of admission, but no more than seven years at the point of graduation, to the UWF doctoral degree program and be approved by a student’s academic department. Students are eligible to transfer a maximum of six semester hours of graduate work from other universities.

All hours transferred into the Ed.D. program must align with the professional core and specialization course requirements. Students admitted into the Ed.D. program must enroll in at least 39 semester hours in the Ed.D. program at UWF (21 hours coursework and 18 hours dissertation). Exceptions on transfer work and the 39 hour rule will be determined by the Ed.D. Program Committee.

Students choosing to petition for a larger number of hours to be credited to the Ed.D. program must submit an Ed.D. Student Petition Form to the Ed.D. Program Office. This form can be obtained through Ed.D./Ed.S. Program Office (https://uwf.edu/ceps/support-resources/edded/program-office).

*UWF/REG 3.033 (https://uwf.edu/offices/board-of-trustees/regulations)

Traveling Scholar Program

The University participates in a traveling scholar program which enables graduate students to take advantage of special resources available on another campus, but not available on the home campus. Examples are special course offerings, research opportunities, unique laboratories, and library collections.

A traveling scholar’s graduate advisor will approach an appropriate faculty member at the proposed host institution and recommend the scholar for a visiting arrangement. After agreement by the student’s advisor and the faculty member at the host institution, graduate deans of both institutions will be fully informed by the advisor and have the power to approve or disapprove. A student will register at the host institution and will pay tuition and/or registration fees according to fee schedules established at that institution. Credit for the work taken will be recorded at the home University.

Each university retains its full right to accept or reject any student who wishes to study under its auspices. A traveling scholar will normally be limited to one term on the campus of the host institution. A traveling scholar accepted by the host institution will be regarded as being registered at that institution for the period.

A traveling scholar is not entitled to displacement allowance, mileage, or per diem payments. The home university, however, may at its option continue its financial support of the traveling scholar in the form of a fellowship or graduate assistantship with any work obligation to be discharged either at the home or at the host institution.