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Please note that all ESSIE Graduate student forms are set up to be completed via DocuSign only. We will no longer accept emailed or printed form submissions.

To proceed and fill out the form online via DocuSign, click [HERE](#).

Advisement Holds and the department requirements for completing the Program Plan of Study (PPS) form

All students who have not submitted their completed program plan of study (PPS) form by the mid-point of their third term, will have an advisement hold and will not be permitted to register (based on the timelines for the specific type of degree) until the program plan of study is submitted. **The program plan should include all coursework that has been completed (including transfer of credit) and all anticipated coursework for the entire degree program.** Once the form is completed and if transfer of credit is being requested, the transfer of credit request will be processed during the third week of classes during any semester. Below is an explanation of what is needed for the PhD degree type.

PhD DEGREE

A PhD degree seeking student is required to have a supervisory committee and that committee consists of at least four members; a chair (usually the advisor), two members and an external member (a full-time UF faculty member outside of the department.) Students are permitted to add special members who are typically experts that will participate on the committee, however a Special Supervisory Committee Member form must be completed and processed for that individual to participate. That form can be found under the forms link on the [ESSIE website](#). **The student must also complete the PPS by the midterm of his /her third semester which includes the completion of the supervisory committee information.** If it is not submitted at this time, an advisement hold will be placed on the student's registration and will not be removed until the form is complete and submitted. If a minor is designated, the committee must include one member as the representative for that proposed minor.

Transfer of Credit

No more than 30 credits of a master's degree from another institution will be transferred to a doctoral program. If a student holds a master's degree in a discipline different from the doctoral program, the master's work will not be counted in the program unless the academic unit petitions the Dean of the Graduate School. All courses beyond the master's degree taken at another university to be applied to the Ph.D. degree must be taken at an institution offering the doctoral degree** and must be approved for graduate credit by the Graduate School of the University of Florida.

All courses to be transferred must be graduate-level, letter-graded with a grade of B or better and must be demonstrated to relate directly to the degree being sought. All such transfer requests must be made by petition of the supervisory committee **no later than the third term** of Ph.D. study. The total number of credits (including 30 for a prior master's degree) that may be transferred **cannot exceed 45** (15 additional credits may be from other graduate level work may be considered), and in all cases the student must complete the [qualifying examination](#) at the University of Florida.

The colored text below corresponds to the columns on the program plan form that you will be completing after reading these instructions.

- 1) **Current Program Courses (no transfer paperwork needed)**
- 2) **Graduate Courses Taken as Undergrad:** The column identifies graduate coursework taken during a Bachelor's degree (at UF or an outside institution) that was not a part of a UF 4+1 program or used to satisfy undergraduate degree requirements. Up to 15 may be requested to be transferred; no more than 9 credits from a non-UF institution will be considered for transfer. Utilize the exact details of the courses from the transcripts of the institution(s) these courses originated from. This includes course numbers, course titles, credits, and the semester you have taken these courses. Additionally, make sure to indicate what institution the courses were taken at if outside UF or what department they were taken in if within UF but outside of the current program within ESSIE.
- 3) **Non-degree Credits:** If graduate level courses were taken while a student was under the non-degree status at UF or any other institution, these credits may be eligible for transfer as well. For graduate non-degree coursework completed at UF, up to 15 may be requested to be transferred; no more than 9 credits from a non-UF institution will be considered for transfer. Utilize the exact details of the courses from the transcripts of the institution(s) these courses originated from. This includes course numbers, course titles, credits, and the semester you have taken these courses. Additionally, make sure to indicate what institution the courses were taken at if outside UF or what department they were taken in if within UF but outside of the current program within ESSIE.
- 4) **Graduate Transfer Credits from UF (30 max):** If a Master's degree was earned outside the current degree program at UF, prior graduate-level credits from this degree may be transferred into the current doctoral program at the discretion of the student's Chair/Advisor and by petition to the Graduate School. In such cases, it is essential that the petition demonstrate the relevance of the prior course work to the degree presently being sought. Please indicate, "Master of XXXX" in the Course Number & Title field and state from which UF Department the degree was earned. A request will be submitted to

Graduate School to determine how many of these credits can be applied to your current degree up to the maximum of 30 (excluding any research credits).

- a. Any prior graduate-level credits earned at the University of Florida in the same department as the PhD program may be transferred into the doctoral program at the discretion of the student's Chair/Advisor. These credits do not need to be formally requested to be transferred. Additionally, if a student completes graduate-level coursework for a graduate degree at UF (in or outside ESSIE) but they did not graduate with said degree (Master's or PhD), these courses can be applied toward the current program (excluding research hours) without a formal request to the Graduate School and at the discretion of the student's Chair/Advisor. All such courses can be listed under "Current Program" with their relevant information.
- 5) **Graduate Transfer Credits outside UF* (30 max):** Graduate level credits earned from a Master's program completed (or not completed) at an institution outside UF may be transferred into the current doctoral program at the discretion of the student's Chair/Advisor and by petition to the Graduate School. In such cases, it is essential that the petition demonstrate the relevance of the prior course work to the degree presently being sought. Please indicate, "Master of XXXX" in the Course Number & Title field and state what outside institution the degree was earned in. A request will be submitted to Graduate School to determine how many of these credits can be applied to your current degree up to the maximum of 30 (excluding any research credits).
- b. ****Transfer of unfinished PhD credits (15 max):** If a student was initially pursuing a PhD at an outside institution, beyond a completed Master's, before being admitted to a UF ESSIE PhD program, the student may request that 15 of those credits (excluding any research credits) be transferred to their current program. Utilize the exact details of the courses from the transcripts of the institution(s) these courses originated from. This includes course numbers, course titles, credits, and the semester you have taken these courses. Additionally, make sure to indicate what institution the courses were taken at.
 - c. ***Any non-UF coursework taken while an active graduate student at UF** requires prior approval of a [traveling scholar form](#) on the UF Graduate School website (domestic) PRIOR to that course experience, otherwise it will not be eligible to transfer towards the UF degree. Participation in the traveling scholar program is limited to **1 term ONLY** with a maximum of 12 credits that can be requested to be transferred. Utilize the exact details of the courses from the transcripts of the institution these courses originated from. This includes course numbers, course titles, credits, and the semester you will take these courses. This cannot be done during the student's final term. Official transcripts must be received within two weeks of the start of the next term for the credits to be requested for transfer. The ESSIE Office of Graduate Student Affairs should be notified immediately once these transcripts have been sent.

Please indicate any such transfer of credit requests on the program plan of study in the appropriate columns with the information indicated above. Official transcripts from the institution must have been received by the UF Office of Admissions for the ESSIE Office of Graduate Student Affairs to begin the transfer of credit request. **Final approval of any transfer of credit request is made by the UF Graduate school regardless of if the student's academic advisor sign's off on this program plan.**

Questions about your program plan and transfer of credit can be directed to: gradoffice@essie.ufl.edu

Additional Information

If a student anticipates making a change in his or her graduate committee, he or she must do so no later than the semester before graduation is planned. The Graduate School **does not accept** committee **changes** during the student's **final semester** unless accompanied by a letter stipulating why the change must be made in the final semester. The only time a letter does not need to be included is when the student is only adding a member to his or her committee. The deadline to file a revised committee form is before the first day of class of the semester in which the student is graduating.

