

Evaluation of Transfer Credit

1. The receipt and evaluation of transfer credit is the responsibility of the Office of Undergraduate Admissions. The Office of Undergraduate Admissions will evaluate the acceptability of total credits transferable to the University. The college of the student's major will assign equivalent courses in determining which courses are applicable toward a specific degree at the University. In some instances, exact course equivalents will also be determined by other colleges that offer the same or similar courses as part of their programs of study. Transfer students should be prepared with personal copies of their transcripts of all past course work to discuss advisement and placement with the appropriate academic advisor and should contact the college of their major soon after registration so that an official evaluation may be completed. Transfer students from non-Florida institutions should also be prepared to submit course syllabi to assist USF faculty in the official evaluation.
2. USF will readily or automatically accept credits only from those institutions accredited by one of the regional accrediting agencies/commissions* at the time the credits are earned. (See * below for agencies recognized by USF.) Credits earned at an institution that is currently in "candidacy" status will not be considered for transfer credit until such time as the awarding institution receives full accreditation. Courses approved for transfer by the Statewide Course Numbering System (SCNS) from non-regionally accredited institutions will be considered for transfer credit the same as credits from regionally accredited institutions.
3. Admitted students who wish to transfer courses from colleges or universities that are accredited by organizations and associations other than regional accrediting associations may request a review of those courses by contacting their academic advisors to initiate the process. Students will be asked to submit detailed information about the content and standards for each course to be reviewed, including, but not limited to a detailed syllabus that contains the course description, prerequisites and co-requisites, major learning outcomes, textbooks, and the academic qualifications of the instructor. These materials will be submitted to the appropriate department for review by the faculty and the process may take some time, during which no credit will be awarded until the department review is completed. Only those courses that appear to match courses currently offered by the university will be reviewed for transfer.
4. USF reserves the right to deny credit for specific courses. USF does not award transfer credit from institutions that it determines to be occupational or vocational in nature except for work that is specifically approved as part of the Bachelor of Science in Applied Science program or approved by the academic department of the student's major.
5. Associate of Arts (A.A.) degree holders from Florida public accredited institutions will be considered as having met USF general distribution requirements and are automatically awarded 60 semester hours of credit. A course-by-course transfer credit evaluation will be done for all out-of-state and private in-state A.A. degree holders.
6. All courses from a Florida College System Institution/University bearing the same State Common Course prefix and last three numbers as a USF course are automatically transferred and transfer students may not be required to repeat these courses, unless a college age-of-record policy is involved. That same automatic transferability of credits applies to courses completed at non-regionally accredited institutions that have been specifically approved by the SCNS. Excluded are graduate courses, studio courses in art, internships, practicums, and performing arts courses such as dance, theater performance, voice, and instrumental music.
7. All undergraduate degree programs at USF require a minimum of 48 hours of upper-level work that would have been completed at a four-year college or university. This policy does not affect approved articulated programs based on the A.S. degree. For information regarding specific articulated A.S. degree programs, consult the Office of Undergraduate Studies, B.S.A.S. Program.
8. Credit will not be awarded for GED tests.

9. Military service school courses will be evaluated with reference to the recommendation of the American Council of Education when official credentials have been presented. Such recommendation, however, is not binding upon the University.
10. For ROTC and military science courses taken after Fall Quarter 1975, the maximum credit will vary with each college. A student must confer with his/her college advisor to determine the acceptability for his/her major. ROTC and military science courses taken prior to Fall 1975 are not acceptable for transfer credit.
11. A maximum of 45 semester hours of College Level Examination Program (subject and general examinations) credits can be accepted for transfer credit.
12. A maximum of 30 semester hours of extension, correspondence, and military service education credits can be applied toward a degree.
13. Grades earned in transferred courses are not computed in the student's USF GPA except for the purposes of admission to limited access programs, the awarding of honors at graduation, and class ranking of baccalaureate students.
14. International postsecondary credentials must be evaluated by an independent evaluation service, with associated costs to be paid by the student. Certain foreign credentials can be evaluated internally and do not require an independent evaluation. The list of those countries is available on the web at <http://usfweb2.usf.edu/Admissions/credential-evaluation-requirements.html>.
15. A continuously-enrolled USF degree-seeking student must obtain prior written approval from the college of the student's major in order for courses taken at other regionally-accredited institutions to be applied to the USF degree program.

*Accrediting Agencies/Commissions: New England Association of Schools and Colleges, Commission on Institutions of Higher Learning; Middle States Association of Colleges and Secondary Schools, Commission on Higher Education; North Central Association of Colleges and Schools; Northwest Association of Schools and Colleges; Southern Association of Colleges and Schools, Commission on Colleges; Western Association of Schools and Colleges, Accrediting Commission for Senior Colleges and Accrediting Commission for Junior Colleges.