

Transfer Course Verification Form-Transfer of Credit Policy

1. Current USF students may be permitted to earn up to 12 credit hours through other accredited institutions. Check program policy for more specific information as some programs may have additional requirements.
2. USF students must submit the completed Transfer Course Verification form to the Registrar's Office before taking courses at other colleges and universities.
3. A student who earns eligible credit for courses at another institution without first completing the Transfer Verification form will not have the transfer credit posted to their USF transcript.
4. Once approved, the student is responsible for the admission process to the other school and for having an official transcript sent in a sealed envelope to the USF Registrar's Office when the course is completed.
5. A grade of "C" or better (not "C" minus) in the course is required to receive credit on the USF transcript. Transferred courses will not affect a student's USF GPA, but will factor into consideration when determining Valedictorian status.
6. Upon admittance to USF, transfer students will have all of their transferable courses added to their official USF transcript regardless of their desired program.

Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Advisor signature\*: \_\_\_\_\_ Today's date: \_\_\_\_\_

\*By signing, advisor acknowledges receiving notification of student intent to transfer coursework.

Name & location of school: \_\_\_\_\_

Course number & title: \_\_\_\_\_

Credit hours: \_\_\_\_\_ Semester & year: \_\_\_\_\_

Name & location of school: \_\_\_\_\_

Course number & title: \_\_\_\_\_

Credit hours: \_\_\_\_\_ Semester & year: \_\_\_\_\_

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Course number & title: \_\_\_\_\_

Credit hours: \_\_\_\_\_ Semester & year: \_\_\_\_\_