



Nine Hour Hold Release Form

Please be aware that only a limited number of the course credits you take as a non-degree student can be applied toward a graduate degree (as "transfer credits"). You have already completed nine hours of non-degree course work and may be reaching that limit. Courses taken beyond the transfer credit limit WILL NOT be credited toward fulfilling a master's or doctoral degree should you later decide to pursue a degree at UCF. Please note that all transfer credits are subject to program approval and courses with a grade of less than B- are not eligible for transfer.

The graduate policies defining the limits are:

- For master's students: A maximum of 9 external (non-UCF) transfer credits are allowable. The combined total of internal (at UCF) and external transfer credits (non-UCF) may not exceed 50% of degree program requirements. For further information, please see: www.graduatecatalog.ucf.edu/content/policies.aspx?id=5708#Course_Requirements
- For doctoral students who already have a masters degree: the sum of all transfer work, including credits from your earned master's degree, may not exceed 50% of the total degree requirements of a doctoral degree program. For further information, please see: www.graduatecatalog.ucf.edu/content/policies.aspx?id=5696#Course_Requirements
- For doctoral students who enter with a bachelor's degree: A maximum of 9 external (non-UCF) transfer credits are allowable. The combined total of internal (at UCF) and external transfer credits (non-UCF) is limited to 15 credit hours.

OR

- The hours earned in one UCF graduate certificate program.

For further information, please see: www.graduatecatalog.ucf.edu/content/policies.aspx?id=5696#Course_Requirements

Please see a program advisor as soon as possible before registering for more courses in non-degree status if you plan to pursue a degree at UCF. If you are interested in applying to a UCF graduate degree program, Apply Online at www.apply.graduate.ucf.edu. Graduate Student Services can help you find an advisor to talk with, please contact us at gradservices@ucf.edu or 407-823-2766 for assistance.

Student Information

First Name: _____

Family or Last Name: _____

UCFID: _____ Phone: _____

Knights Email Address: _____

Student Statement and Signature

I understand that all courses taken prior to entering a UCF graduate degree program (master's or doctoral are considered "transfer credits," are limited by the above policies, and are subject to program approval. Any further hours taken beyond the limits specified here will result in hours not being applied to a degree program.

Signature of Student: _____ Date: _____

Please complete and return this form to:

UCF College of Graduate Studies Student Services and Records
Millican Hall 230
Telephone: 407-823-2766
Fax: 407-823-6442