

For Ph.D. Students Starting Summer B 2024 and later

Animal Molecular & Cellular Biology Program

MDA (Master's Degree Acknowledgement) Request Form

MDA (Master's Degree Acknowledgement) Request Form for Ph.D. Students Starting Summer B 2024 and Later

The MDA (Master's Degree Acknowledgement Request) form is for PhD students starting Summer B 2024 or later who request a transfer of credit from an outside institution.

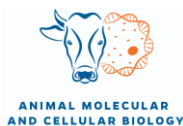
The MDA is a formal process to acknowledge the content, level, relevancy, and contribution of a student's previously earned master's degree from a non-UF institution or in another field of study within UF to the student's doctoral program at the University of Florida. The student's committee chair must conduct a holistic review of the individual's official records and transcripts to evaluate the previously awarded master's degree, considering the age of the degree, curricular level, grades, and grading schemes. Note that international degrees may have timelines and curricula differing from UF standards.

Important Guidelines:

The MDA process applies to doctoral students admitted in Summer B 2024 or later. For detailed information, refer to the Graduate Catalog.

- **Degree and Transcripts:** The degree must be recognized by the Office of Admissions as an accredited master's degree or equivalent for international degrees. This determination will be documented in the student's record as final, official, and complete, with official transcript documents viewable in the student's record. For master's degrees awarded outside of the US, this type of request will now require a course credit evaluation from any member of the National Association of Credential Evaluations Services.
- **Graduate Catalog Update:** The MDA replaces the Transfer of Credit for up to 30 credits from an accredited master's degree program to the UF PhD. The earliest submission for an MDA is in the first semester of enrollment. International students have until the end of the second semester to provide final documents if not initially approved by Admissions. For more information please review the Graduate Catalog.
- **Faculty Review:** The student's committee chair must holistically review the **content, age, relevancy, and rigor of the master's program**. An MDA is not required for a master's degree earned at UF in the same major. For partial relevance of master's program courses, use a course-by-course Transfer of Credit and a Graduate School petition. **Faculty cannot initiate an MDA until the final transcripts have been received and reviewed by Admissions. faculty member can request an MDA for a master's with courses older than 7 years if their holistic review indicates the content is still relevant or the student has used the information daily in their jobs.**

Once a student's committee chair reviews and signs the request form, the form should be submitted to the Graduate Program Assistant to enter the Graduate MDA Milestone (GRADMDA). The information will then be reviewed at the College and Graduate School level. MDA (Master's Degree



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Animal Molecular & Cellular Biology Program

MDA (Master's Degree Acknowledgement) Request Form

Acknowledgement) Request Form is for Ph.D. students who started Summer B 2024 and later at the University of Florida:

Student name:	
Student email:	
Student UFID:	
Term and year started at UF:	
College:	
Committee chair's name:	
Committee chair's email:	
Institution where MS degree was earned:	
Name of MS major:	

Before signing, the student must confirm that the transcript documenting the courses and credits has been received and accepted as official and complete, and meet with their committee chair to discuss their transcripts. Please sign to confirm that you have submitted your completed master's degree to the Office of Admissions and have met with your committee chair to discuss your Master's degree courses.

Student signature:	Date:
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Committee Chair

The student's Committee Chair must complete a holistic review of the individual's official records and transcripts to specifically evaluate the previously awarded master's degree. Such a review must consider the following elements: age of the degree, curricular level, grades, and grading schemes. Please note that international degrees may have timelines and curriculums that vary from UF standards. By signing this form, I have confirmed that I reviewed the student's master's degree.

Committee chair signature:	Date:
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