

TRANSFER OF CREDIT REQUEST

All transfer credits should be completed during the first semester and must be completed before the semester in which the student plans to graduate. No transfer requests will be accepted for review for non-degree students. The Department of Mechanical Engineering holds the student responsible for attaching all copies of course descriptions, syllabi, and transcripts to the transfer request and for providing official transcripts to the Office of Student Records.

Name (please type or print) _____
Student UTD ID

Transfer credits to be applied to _____ degree at UT Dallas.

Degree sought: MS PhD Other _____ Concentration _____

Address City, State Zip Code

Work Phone Home Phone Cell Phone E-mail Address

UTD course to be replaced by transfer course: _____
Prefix & Course # Course Title

For a course to be transferred, the student must have completed an equivalent graduate level course at another accredited university with a grade of B or better. UTD does not award transfer credit for experiential learning, performance or work experience. Transfer course grades will not be averaged into your overall UTD GPA. Applicable coursework cannot be more than 6 years old for master's degrees; more than 8 years old for students whose master's degrees are accepted for full credit; or more than 10 years old for doctoral degrees.

Course the student in submitting to replace the UTD course:

Course #	Course Name	Credit Hours	Grade	Institution	Date Taken

If this course is in a different discipline than the degree program, please attach an explanation of relevance of the course to be transferred for the student's research (for doctoral students, for their dissertation topics).

The applicant's file has been reviewed and the school/department signature(s) below certify that the transfer credits requested are a solid basis for graduate work in our UTD program. Either the original transcript or copy of same and coursework description/syllabi are attached.

APPROVED DENIED Need more information _____

(If Applicable) APPROVED- VALID UNTIL (DATE): _____

Faculty Member/Instructor

Date

Associate Department Head

Date

ECS Associate Dean

Date

CHECKLIST FOR TRANSFER OF COURSES INTO MECHANICAL ENGINEERING:

(Check each item if it meets the approved criteria)

___ Check to be sure no more than 8 hours TOTAL have been transferred.

___ Note if transferred course is CORE course for track of study for graduation.

___ Check to be sure course number is equivalent to a 6000-level course or above (cannot be an undergraduate number even if undergraduate number is approved at previously attended university for graduate credit).

___ Course was taken within 6-year master's degree plan time limit.

___ Grade received in course was "B" or better ("P" or "Pass" grade must be equivalent to "B").

___ Request must be submitted along with a degree plan, signed by the faculty advisor.

___ Copy of official transcript attached (only if course was completed after you applied to UTD) with course and grade marked (B or above).

___ Catalog description and/or official course outline.

___ If no catalog description is available (foreign universities only): provide an official course description signed by a university official ranking as a department chair or higher and sent directly to the UTD Mechanical Engineering Department. Also provide the name of the university official and contact information including university email address, telephone number, and fax number.

___ A URL may also be given if the material may be currently accessed from the Internet using the given URL.

Notice: Information provided by students for reason of obtaining waivers or transfers is considered as true and accurate. If such information is found to be falsified or inaccurate, it may be grounds for cancellation of enrollment and/or disciplinary action.

Transfer credit will not be applied to a degree plan until 9 credit hours have been successfully completed at UTD.