

Graduate Transfer Credit Information Session

How to apply graduate coursework completed at another
institution to your degree plan

Transfer of Credit Requirements

- A **transfer of credit** is the acceptance of credit completed at another institution, to be applied towards a degree at UTD.
- Must be **graduate level course(s)** from accredited university.
- An **Official transcript** from the previous institution must be on file at UTD before transfer of credit requests will be evaluated.
- Course(s) must be relevant to the study of **Mechanical Engineering**.
- **ME Faculty/Research Advisors** assist with evaluating your transcripts, determining UTD course equivalency, and approving course placement in the ME degree plan as the first steps in transfer of credit process.

All transfer petitions are processed by the Mechanical Engineering Department and submitted to the Graduate Dean's Office and the Office of the Registrar for final approval.



Transfer of Credit Requirements (cont.)

- Students must be in **good academic standing** (GPA of 3.0 or better) before transfer credit will be accepted and applied towards a degree at UTD.
- All coursework applied to your UTD degree plan must be visible on your UTD transcript
 - External Degree, or
 - Transfer Credit

Helpful Websites:

- [ME Advising Forms & Resources](#)
- [UTD Policies & Procedures](#)
- [UTD Course Syllabi](#)

Unofficial Transcript - UT-Dallas

Name: [REDACTED]

Student ID: [REDACTED]

Degrees Awarded

Degree: Doctor of Philosophy
 Confer Date: 2020-12-19
 Plan: Mechanical Engineering [CIP: 14.1901]

Degree: Master of Science
 Confer Date: 2020-12-19
 Plan: Mechanical Engineering [CIP: 14.1901]

[REDACTED] University
 Bachelor of Engineering 2016-07-01

University of [REDACTED]
 Master of Science 2015-04-24

Transfer Credit from University of [REDACTED]
 Applied Toward Master Program

2020 Spring

Course	Description	Attempted	Earned	Grade	Points
MECH 6300	LINEAR SYSTEMS	3.000	3.000	TR	0.000
Course Trans GPA:	0.000	3.000	3.000		0.000
Transfer Totals:					

Note: 'External Degrees' and 'Transfer Credits' are circled in green in the original image. A large green arrow points from the 'External Degrees' section towards the 'Transfer Credits' section.

MS Transfer of Credit Requirements

- Use **individual** Transfer of Credit course form
- Max of **8 credit hours** can be applied to MS degree plan
 - Two 3 credit hour courses
- Must be **equivalent** to course offered at UTD
 - If transferring as a Special Topic, a strong justification from the **area chair** is required
- Coursework cannot be more than **6 years old**
 - Transfer coursework expires! The age of the course at the time of degree conferral matters.
- Grade of **B or better**
- Cannot transfer research, seminar, etc.

Requirements for PhD without MS

- Use **individual** Transfer of Credit course form
- Max of **33 credit hours** can be applied to PhD degree plan
- Must be **equivalent** to course offered at UTD
 - If transferring as a Special Topic, a strong justification from the **area chair** is required
- Coursework cannot be more than **10 years old**
 - Transfer coursework expires! The age of the course at the time of degree conferral matters.
- Grade of **B or better** in each course
- Cannot transfer research, seminar, etc.



Individual Course Form

- Required Documents:
 - Course description/syllabus from previous institution
 - Course description/syllabus for UTD course
 - Approved UTD ME degree plan
- Instructor of UTD course must approve equivalency first
 - Area chair signs as instructor for Special Topics
- Submit signed form(s) and supporting documents to Ashley Bradberry to obtain
 - ME Associate Department Head approval
 - ECS Associate Dean approval
 - Office of the Registrar

Course(s) will appear on UT Dallas transcript, but transfer course grades will not be averaged into your overall UTD GPA.

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 (circle one): 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.

(Circle)
 APPROVED _____ DENIED _____ Need more information _____

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

Faculty Member/Instructor/Advisor _____ Date _____

Requirements for PhD with MS Degree

- **Approved Masters** degree from accredited university posted on your UTD transcript as external degree
 - Have an external degree that is not visible on your UTD transcript? Make sure your final transcript from the previous institution has been submitted to UTD.
- Max of **33 credit hours** can be applied to PhD degree plan
- Coursework cannot be more than **8 years old**
 - Transfer coursework expires! The age of the course at the time of degree conferral matters.
- Grade of **B or better** in each course
- Cannot transfer research, seminar, etc.



PhD with MS Degree

- Required Documents:
 - ME PhD Degree Plan
 - Course descriptions/syllabi from previous institution
- Faculty Research Advisor will approve equivalency on the ME degree plan
- Submit signed degree plan and course descriptions to Ashley Bradberry for final approval
 - ME Associate Department Head approval

Course(s) will NOT appear on UT Dallas transcript or be averaged into your overall UTD GPA. Instead, you will see the conferral of your MS degree from the previous institution on your transcript.

DOCTOR OF PHILOSOPHY IN MECHANICAL ENGINEERING

STUDENT NAME: _____ UTD ID: _____
 CATALOG TERM: 2023-24

Complete FOUR core courses from the list below. Must earn B- or better in all core courses. Core GPA of 3.0; 12 semester credit hours

COURSE #	COURSE TITLE	SEMESTER	TRANSFER?	CREDITS	GRADE
MECH 6300	Linear Systems				
MECH 6303	Computer-Aided Design				
MECH 6306	Continuum Mechanics				
MECH 6309	Intermediate Dynamics				
MECH 6318	Engineering Optimization				
MECH 6325	Optimal Estimation & Kalman Filter				
MECH 6326	Optimal Control & Dynamic Programming				
MECH 6333	Materials Design & Manufacturing				
MECH 6350	Advanced Solid Mechanics				
MECH 6370	Incompressible Fluid Mechanics				
MECH 6373	Convective Heat Transfer				
MECH 6374	Conductive & Radiative Heat Transfer				
					Core GPA: _____

Complete two semesters of seminar; 0 semester credit hours

COURSE #	COURSE TITLE	SEMESTER	TRANSFER?	CREDITS	GRADE
MECH 7000	Seminar in Mechanical Engineering				
MECH 7000	Seminar in Mechanical Engineering				

Complete TWO courses from the list of mathematics electives below; 6 semester credit hours

MECH 6391 Computational Methods in Engineering MECH 7392-3 Adv Mathematics for Mechanical Engineers I & II MATH 6303 Theory of Complex Functions I MATH 6308 Inverse Problems & Applications MATH 6313 Numerical Analysis MATH 6315 Ordinary Differential Equations MATH 6318 Numerical Analysis of Differential Equations MATH 6319-20 Principles & Techniques in Applied Math I & II MATH 6321 Optimization MATH 6340 Numerical Linear Algebra MATH 7313 Partial Differential Equations I STAT 6331 Statistical Inference I STAT 6337-8 Adv Statistical Methods I & II STAT 6339 Linear Statistical Models STAT 6341 Numerical Linear Algebra & Statistical Computing

COURSE #	COURSE TITLE	SEMESTER	TRANSFER?	CREDITS	GRADE

** Upon approval from research advisor, a student can request to take other mathematics courses not listed above.

Complete graduate level coursework (5000-level and above) to meet minimum 78 semester credit hour requirement. Non-MECH courses must be approved before registering in the course.

COURSE #	COURSE TITLE	SEMESTER	TRANSFER?	CREDITS	GRADE
MECH 8v70	Advanced Research (30 hrs)				
MECH 8v99	Dissertation (6 hrs)				
					Total credits: _____ (min.78)

APPROVALS	SIGNATURE	DATE
Student	_____	_____
Research Advisor	_____	_____

Submission Deadlines

Fall Deadline – October 6

For approval prior to Spring registration

Spring Deadline – March 8

For approval prior to Fall registration