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
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
  o 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.

<table>
<thead>
<tr>
<th>Name (please type or print)</th>
<th>Student UTD ID</th>
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Transfer credits to be applied to ____________________________ degree at UT Dallas.

Degree sought (circle one): MS PhD Other ____________________________ Concentration: ____________________________

<table>
<thead>
<tr>
<th>Address</th>
<th>City, State</th>
<th>Zip Code</th>
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</table>

<table>
<thead>
<tr>
<th>Work Phone</th>
<th>Home Phone</th>
<th>Cell Phone</th>
<th>Email Address</th>
</tr>
</thead>
</table>

UTD course to be replaced by transfer course:

<table>
<thead>
<tr>
<th>Profit &amp; Course #</th>
<th>Course Title</th>
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</thead>
</table>

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 is submitting to replace the UTD course:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credit Hours</th>
<th>Grade</th>
<th>Institution</th>
<th>Date Taken</th>
</tr>
</thead>
</table>

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.

<table>
<thead>
<tr>
<th>APPROVED</th>
<th>DENIED</th>
</tr>
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<tbody>
<tr>
<td>Need more information</td>
<td></td>
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</tbody>
</table>

(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.
Submission Deadlines

**Fall Deadline – October 6**
For approval prior to Spring registration

**Spring Deadline – March 8**
For approval prior to Fall registration