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 Polices & 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
  - 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:
  o Course description/syllabus from previous institution
  o Course description/syllabus for UTD course
  o 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 MEGrad@utdallas.edu to obtain
  o ME Associate Department Head approval
  o ECS Associate Dean approval
  o 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.
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 MEGrad@utdallas.edu to obtain
  - 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.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Semester</th>
<th>Transfer</th>
<th>Credits</th>
<th>Grade</th>
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<tbody>
<tr>
<td>MECH 6400</td>
<td>Linear Systems</td>
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<td>MECH 6455</td>
<td>Computer-aided Design</td>
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<td>MECH 6467</td>
<td>Continuum Mechanics</td>
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<td>MECH 6469</td>
<td>Nonlinear Dynamics</td>
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<td>MECH 6518</td>
<td>Engineering Optimization</td>
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<td>MECH 6525</td>
<td>Optimal Estimation &amp; Kalman Filter</td>
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<td>MECH 6526</td>
<td>Optimal Control &amp; Dynamic Programming</td>
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<tr>
<td>MECH 6533</td>
<td>Theory of Elasticity</td>
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<td>MECH 6549</td>
<td>Advanced Solid Mechanics</td>
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<td>MECH 6670</td>
<td>Incompressible Fluid Mechanics</td>
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<td>MECH 6773</td>
<td>Convective Heat Transfer</td>
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<td>MECH 6774</td>
<td>Conductive &amp; Radiative Heat Transfer</td>
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Complete two semesters of seminar: 6 semester credit hours

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<th>Grade</th>
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<tbody>
<tr>
<td>MECH 7000</td>
<td>Seminar in Mechanical Engineering</td>
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<td>MECH 7000</td>
<td>Seminar in Mechanical Engineering</td>
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Complete TWO courses from the list of mathematics electives below: 6 semester credit hours

- MATH 6313: Differential Equations
- MATH 6321: Advanced Calculus
- MATH 6330: Numerical Analysis
- MATH 6340: Advanced Linear Algebra
- MATH 6331: Advanced Vector Analysis
- MATH 6350: Advanced Complex Analysis
- MATH 6341: Advanced Real Analysis
- MATH 6342: Advanced Numerical Methods
- MATH 6343: Advanced Partial Differential Equations
- MATH 6344: Advanced Linear Algebra

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.

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<th>Transfer</th>
<th>Credits</th>
<th>Grade</th>
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<tbody>
<tr>
<td>MECH 7xxx</td>
<td>Advanced Research (30 hrs)</td>
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<td>MECH 7xxx</td>
<td>Dissertation (6 hrs)</td>
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Total credits: 78

Approvals: 

Student: 

Research Advisor: 

Signature: 

Date: 2023-24
Submission Deadlines

**Fall Deadline – Early October**
For approval prior to Spring registration (opens November)

**Spring Deadline – Early March**
For approval prior to Fall registration (opens April)