

TRANSFER **PRE-APPROVAL** REQUEST RULES

1. All transfer requests must be completed within the student's first year of admission into the degree program.
2. All course requirements for a master's degree, including transfer credit, must be completed within one six-year period.
3. No transfer pre-approval request forms will be accepted for review for non-degree seeking students.
4. Only courses with grades of A or B and at least equivalent in credit hours to the UT Dallas course will be considered for transfer credit review.
5. Applicable coursework must be from an accredited college or university.
6. If the course to be considered for transfer pre-approval is to be earned from a foreign university, an official explanation of the course numbering system must be attached to the transfer pre-approval request form.
7. UTD does not award transfer credit for experiential learning, performance, or experience that occurs prior to enrollment.
8. Transfer pre-approval requests for courses offered in a distance-learning format will be considered on a case-by-case basis.
9. Students may not apply for graduation in the same semester in which they complete a transfer course or preapproved course at another university.
10. Transfer course grades will not be averaged into student's overall UTD GPA.
11. For transfer pre-approval request, students must provide copies of the course catalog description, and official syllabus from the other university.
12. Upon completion of the course at the other university, the student must submit a completed transfer request form with a copy of this approved transfer pre-approval form and a photocopy of the transcript from the other university to the Advising Office, SOM 2.250. An official transcript must be sent to Record's Office at UT Dallas.
13. Transfer pre-approval request forms will take an average of 3 - 4 weeks for processing. Once the student has submitted the form to the Management Advising Office, the form is forwarded for review to the corresponding academic area and the Associate Dean.

By signing, I indicate that I have read and fully understand the information outlined above and will submit this signed page with my Transfer Pre-Approval Request(s).

Student: _____ Date: _____

TRANSFER **PRE-APPROVAL** REQUEST

STUDENT:

- A SIGNED COPY OF THE TRANSFER PRE-APPROVAL REQUEST RULES MUST BE SUBMITTED WITH THIS FORM.
- ONCE TRANSFER PRE-APPROVAL REQUEST REVIEW IS COMPLETE, A NOTIFICATION WILL BE SENT TO THE STUDENT'S UTD EMAIL.

Transfer pre-approval Request submitted to Advising Office (SOM 2.250) on: _____

Name (please print)	UTD ID
UTD Email Address	Graduating Semester

Degree Sought at UTD:

☐ MBA
 ☐ MS in _____
 ☐ Double Degree MBA/MS in _____

UTD course to be replaced by transfer pre-approval: _____

UTD Prefix and Course #	UTD Course Title
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Course the student will take to replace the UTD course (can list only ONE):

Course to be taken	Credit Hours	Institution	Semester to be taken

OFFICIAL REVIEW:

The institution's accreditation has been confirmed by the Admissions and Records office: ☐ (email attached)

Corresponding Faculty ☐ Approved ☐ Denied ☐ Need more information

Signature: _____ Print Name: _____

Area Coordinator ☐ Approved ☐ Denied ☐ Need more information

Signature: _____ Print Name: _____

Associate Dean ☐ Approved ☐ Denied ☐ Need more information

Signature: _____ Print Name: _____

If additional information is required, please indicate below:
