

TRANSFER 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 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 transfer credit course was earned from a foreign university, an official explanation of the course numbering system must be attached to the transfer request form.
7. UTD does not award transfer credit for experiential learning, performance, or experience that occurs prior to enrollment.
8. Transfer requests of courses earned 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. Student must provide an official transcript, copy of course description, and a syllabus for the transfer credit course to be included with each transfer request form.
12. Transfer request forms will take an average of 3 - 4 weeks for processing. Once the student has submitted the form to the Management Advising Office (SOM 2.250), the form is forwarded for review to the corresponding academic area, the Associate Dean, and Admissions and Records Office.

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

Student: _____ Date: _____

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. All requests for transfer credit must be accompanied by a copy of the transcript showing the course(s) in question. Some academic units, such as The Naveen Jindal School of Management, hold the student responsible for attaching syllabi to the transfer request.

Name (please type or print)

Student ID#

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

Degree sought (circle one): MBA MS MA MPA Other _____

Concentration _____

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 degree students; more than 8 years old for doctoral students whose master's degrees are accepted for full credit; or more than 10 years old for doctoral students.

Course the student is submitting to replace the UTD course:

Course #	Course Name	Hours Credit	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, coursework description/syllabi are attached

(Circle)

APPROVED DENIED Need more information _____

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

Faculty Member/Instructor/Advisor

Date

Department Head

Date

Associate Dean

Date