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 Electrical and Computer 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 UTD.**

Degree sought   **MS**   **PhD**   **Other** _____   **EE 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. No exceptions to any transfer of credit policy shown in the Graduate Catalog will be considered.

Course the student in submitting to replace the UTD course:

Course #	Course Name	Credit Hours	Grade	Institution	Date Taken

To the Dean of Graduate Studies:
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.

      APPROVED   **DENIED**   **Need more information** _____

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

Course Instructor   **Date**

Graduate Program Head   **Date**

Associate Dean   **Date**