



**REQUEST FOR TRANSFER OF GRADUATE CREDIT**  
**COMPUTER SCIENCE GRADUATE PROGRAM**  
**THE UNIVERSITY OF TEXAS AT DALLAS**

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Telephone #: \_\_\_\_\_ E-mail: \_\_\_\_\_@utdallas.edu

Admitted to Program: \_\_\_\_\_ Anticipated Graduation: \_\_\_\_\_

Master of Science \_\_\_\_\_ Doctor of Philosophy \_\_\_\_\_

Degree Planned for (check):  
 Traditional  Software Engineering  
 Networks & Telecommunications  Research  
 Intelligent Systems

Request for transfer of graduate course credit from: \_\_\_\_\_ Previous request submitted Y/N  
 Dates submitted \_\_\_\_\_

Prior University \_\_\_\_\_

Graduate Course Number: \_\_\_\_\_ Course Title: \_\_\_\_\_

Course Credit Hours: \_\_\_\_\_ Grade: \_\_\_\_\_ Semester/Year Completed: \_\_\_\_\_

Course Description Attached: \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_ mailed to UTD

*Note: Transcript including this course must be attached or on file in the Computer Science Graduate Office*

UTD Graduate Course Number: \_\_\_\_\_ Course Title: \_\_\_\_\_

\_\_\_\_\_  
 Student Signature

\_\_\_\_\_  
 Date

Graduate Advisor/Reviewer Comments:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Approved: \_\_\_\_\_  
 Approval Valid until (date): \_\_\_\_\_

Denied: \_\_\_\_\_

\_\_\_\_\_  
 Computer Science Graduate Advisor

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Computer Science Department Head

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Dean of UTD Graduate Studies

\_\_\_\_\_  
 Date



**CHECKLIST FOR TRANSFER OF COURSES:**

(Check each item if it meets the approved criteria)

- Check to be sure no more than 15 hours TOTAL have been transferred
- Note if transferred course is CORE course for track of study for graduation
- Check to be sure course number is equivalent to a 6000 level course or above (cannot be an undergraduate number even if undergraduate number is approved at previously attended university for graduate credit)
- Course was taken within 6 year master's degree plan time limit
- Grade received in course was "B" or better ("P" or "Pass" grade must be equivalent to "B")
- Copy of official transcript attached (only if course was completed after you applied to UTD) with course and grade marked (B or above)
- Catalog description and/or official course outline (accredited United States universities)
- If no catalog description is available (foreign universities only): provide an official course description signed by a university official ranking as a department chair or higher and sent directly to the UTD Computer Science Department. Also provide the name of the university official and contact information including university email address, telephone number, and fax number.

**Notice: Information provided by students for reason of obtaining waivers or transfers is considered as true and accurate. If such information is found to be falsified or inaccurate, it may be grounds for cancellation of enrollment and/or disciplinary action.**