

TRANSFER OF CREDIT REQUEST

All transfer credits should be completed within the student's first semester of admission into the degree program. No transfer requests will be accepted for review for non-degree students. The Computer Science Department 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 ID# _____

Transfer credits to be applied to _____ degree at UTD.

Degree sought (check one): MS PhD Degree Plan: Traditional Systems Software Engineering Interactive Computing Networks and Telecom Information Assurance Intelligent Systems Data Science

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 is submitting to replace the UTD course:

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

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

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

Computer Science Graduate Advisor Date

Computer Science Department Head Date

Associate Dean Academic Affairs, ECS Date

CHECKLIST FOR TRANSFER OF COURSES:

(Check each item if it meets the approved criteria)

- ___ Check to be sure no more than 8 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.
- ___ A URL may also be given if the material may be currently accessed from the Internet using the given URL.

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.

Transfer Credit will not be applied to a degree plan until 9 semester hours have been successfully completed at UTD.