

PRE-APPROVAL REQUEST

Date: _____

Please note:

- Students may not apply for graduation in the same semester in which they complete pre-approved coursework at another university
- Students must attach copies of the following information to the pre-approval request
 - Photocopy of the course catalog description from the other university
 - Name of the textbook to be used
 - Course syllabus
- Upon completion of the course at the other university, the student must request that an official transcript be sent to the Record's Office at UT-Dallas
- Upon completion of the course at the other university, the student must submit a completed transfer request form with a copy of this approved pre-approval form and a photocopy of the transcript from the other university to the Advising Office, JO5.504
- Only pre-approved courses completed with a grade of "A" or "B" will be accepted for transfer

Student's name _____ Soc. Sec. # _____

Degree sought: MS MA MBA Concentration: _____

Address _____ City _____ State _____ Zip Code _____

(____) _____ (____) _____

Work Phone _____ Home Phone _____

Course to be taken: _____

Name of other accredited institution: _____

Semester to be taken: _____

UT-Dallas equivalent course: _____

Approved _____ Denied _____ More Information needed _____

Area Coordinator

SOM

Graduate Dean

Please read the back page.

PRE-APPROVAL REQUEST FORM RULES

Students are responsible for reading the following information before submitting the completed Pre-approval Request Form to the Management Advising Office

1. Students may not apply for graduation in the same semester in which they complete pre-approved coursework at another university
2. No pre-approval request forms will be accepted for review for non-degree seeking students.
3. Only courses with grades of A or B will be considered for transfer credit upon completion of the pre-approved course.
4. Student must provide a copy of the official transcript from the institution at which the pre-approved course was taken
5. Applicable coursework must be from a regionally accredited college or university.
6. If the course to be considered for pre-approval is to be earned from a foreign university, an official explanation of the course numbering system must be attached to the pre-approval request form.
7. UTD does not award transfer credit for experiential learning, performance or experience.
8. Pre-approval requests for courses offered in a distance learning format will be considered by the Graduate Dean 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 pre-approved course at another university.
10. 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 approval to the Area Coordinating Professor, the Director of the Masters Programs and the Dean of Graduate Studies.
- 11. NO TRANSFER CREDIT IS CONSIDERED APPROVED UNTIL THE TRANSFER CREDIT IS ENTERED INTO THE STUDENT'S TRANSCRIPT BY THE RECORD'S OFFICE.**