

TRANSFER REQUEST

Date _____

All transfer credit requests must be completed within the student's first year of admission into the degree program. No transfer request forms will be accepted for review for non-degree seeking students.

STUDENT IS RESPONSIBLE FOR MAKING ALL COPIES OF COURSE DESCRIPTIONS AND SYLLABI, AND FOR PROVIDING THE OFFICIAL TRANSCRIPTS REQUIRED FOR EACH TRANSFER REQUEST FORM BEFORE TURNING THE FORM INTO THE MANAGEMENT ADVISING OFFICE.

Name (please print) Social Security

Degree Sought (circle one): MBA MS MA Concentration (if applicable) _____

Address City/State ZIP Code

(____) _____ (____) _____
Work phone Home phone

UTD course to be replaced by transfer course: _____
Prefix and Course # Course Title

For a course to be transferred, the student must have completed an equivalent graduate level course at another accredited university. 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.

Course the student is submitting to replace the UTD course:

Course #	Course Name	Hours Credit	Grade	Institution	Date Taken

Only courses with grades of A or B will be considered - NO EXCEPTIONS. Applicable coursework cannot be more than 6 years old.

Approved **Denied** **Need more information** _____

Area Coordinator Director of Masters Programs Dean of Graduate Studies

TRANSFER REQUEST FORM RULES

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

1. All transfer requests must be completed within the student's first year of admission into the degree program.
2. No transfer 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 review.
4. Student must provide an official transcript, copy of course description (and if requested a syllabus) for the transfer credit course to be included with each transfer request form.
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 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 preapproved course at another university.
10. 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, the form is forwarded for signatures to the Area Coordinating Professor, Director of Masters Programs and Dean of Graduate Studies. If approved, the form is then forwarded to the Admissions and Records Office where the transfer work is entered into the computer. **NO TRANSFER CREDIT IS CONSIDERED APPROVED UNTIL THE TRANSFER FORM IS RETURNED TO THE MANAGEMENT ADVISING OFFICE FROM ADMISSIONS AND RECORDS. STUDENT WILL RECEIVE A COPY OF THE APPROVED FORM IN THE MAIL.**