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MSE ACADEMIC POLICIES AND PROCEDURES	SUBJECT Course Transfer Request Policy		
Approved by faculty on 09/17/2013 (11 yes, 0 no, 0 abstain)			
GENERAL POLICY			
Graduate students seeking transfer of credits for graduate courses in Materials Science and Engineering (MSE) from an accredited institution must adhere to the following procedure.			
This policy is to supplement the Graduate Catalog:			
http://www.utdallas.edu/student/catalog/gradcurrent/FIRST40/degree_prg_policies.htm			
All requirements stated in the Graduate Catalog must be fulfilled.			
PROCEDURES			
Requests for course transfers and exemptions should be made in a timely manner, i.e. upon joining the Graduate Program, or else early in the semester before the class is taught.			
<ol style="list-style-type: none"> 1. Any student seeking a transfer for a graduate course should provide the following information relating to the substituting class(es) from their previous institution to the most recent Instructor of the UTD course requested for credit: <ol style="list-style-type: none"> a. copy of detailed syllabus b. copy of the transcript with the course grade earned; the grade must be a B or better c. course catalog description d. textbook information (title, author, publisher, edition, etc) 2. Fill out the UT Dallas "TRANSFER OF CREDIT REQUEST" (TCR) form, and have it approved and signed by the current, or most recent, Instructor of the class. 3. Subsequently, the request and TCR form should be submitted to the Graduate Director for approval and signature. 4. In the case that the Graduate Director is the Instructor, the Chair of the Curriculum Committee must be the second signatory. 			
Transfers for three or more Core courses			
<ol style="list-style-type: none"> 1. Students seeking 3 or more (≥ 3) Core course transfers should follow the procedure outlined above for each Core course AND 2. Request a review by a 5-member ad hoc committee, to normally consist of the Graduate Director and current Instructors for all 4 core courses, who normally constitute the Qualifying Exam Committee. If the ad hoc committee as normally constituted does not have 5 members, the Chair of the Curriculum Committee and/or Department Head will be added to the ad hoc committee. 			
Transfers for a block of courses			
Under exceptional circumstances, the consensus vote of the core faculty on a block transfer of > 15 credits may be sought through a faculty advisor sponsoring the student.			