

	DATE ISSUE 12/13/2022	REVISION 2	PAGE 1-2
MSE ACADEMIC POLICIES AND PROCEDURES	SUBJECT Course Transfer Request Policy		
Approved by faculty on 12/13/2022 (13 yes, 0 no, 0 abstain)			
<p>GENERAL POLICY</p> <p>Graduate students seeking transfer of credits for graduate courses in Materials Science and Engineering (MSE) must adhere to the following procedure. This procedure is to supplement the Graduate Catalog and also comply with UTD policy UTDP1052. See: https://catalog.utdallas.edu/now/graduate/policies/policy#transfer-of-credit and https://policy.utdallas.edu/utdpp1052#transfer-credit. All requirements stated in the Graduate Catalog must be fulfilled.</p> <p>PROCEDURES</p> <p>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.</p> <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 (available here), 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. If the Graduate Director is the Instructor, the Chair of the Curriculum Committee must be the second signatory. If the Graduate Director or Instructor is the Chair of the Curriculum Committee, the Associate Department Head or Department Head must be the second signatory. 5. If there is no equivalent course offered at UT Dallas, a course of appropriate level and subject matter may transfer as MSEN 5xxx or 6xxx with approval of the Graduate Director and Chair of the Curriculum Committee (or ADH or DH as above); this may then be counted towards a students' elective requirements per the MSE Elective Course Policy. <p>Transfers for three or more Core courses</p> <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.