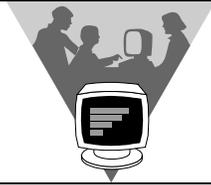


## Instructions for MyMav Transfer of Graduate Courses form

1. Official transcripts reflecting the final grade of the requested transfer credit must be on file with the Graduate School on or before the submission date of this form.
2. This form must include all the required original signatures, except for the Dean of the Graduate School, before being submitted to the Graduate Office. The form may be delivered in person or by mail to the UTA Graduate School, 333 Davis Hall, Box 19167, Arlington TX, 76019.
3. Courses requested must be from an accredited institution, be graduate level, and have a grade of 3.0 or better. The Graduate School does not accept transfer credit that is not given a letter grade. For example, courses graded Pass/Fail will not be approved.
4. Course units requested must not exceed 9 units or 25% of total units required for the degree.
5. All transfer courses must have the UTA equivalent course listed.
6. Only students pursuing the master's degree can request transfer credit. Transfer credit is not allowed at the doctoral level.
7. You can save a filled copy of this form on your computer by clicking on the  icon on your browser.

**My Mav Form:  
Transfer of  
Graduate Courses**



**The University of Texas  
at Arlington**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Degree Sought: \_\_\_\_\_ UT Arlington ID# \_\_\_\_\_

Type of Plan (circle one):      Thesis              Thesis Substitute              Non-Thesis              Certificate

**Instructions:**

**Students:** To request transfer credit for courses taken at another university you should first ask your graduate Advisor to evaluate those courses for acceptability towards your current program of study. Generally your advisor will want to see the graduate catalog for that university and the class syllabus. If your coursework is acceptable to your advisor, you should clearly print the information requested below in columns (a) through (h). List courses in sequence taken and use exact description shown on the official transcript. Transfer credit may not be used to satisfy Doctoral Degree Requirements. Transfer credit will not be granted for courses completed more than five years before initial enrollment in the Graduate School. Only a maximum of 9 semester hours may be transferred in to your program. All transfer courses must have a grade of 'B' or better. **An official transcript reflecting transfer courses must be on file in the Graduate School.**

Sem/ Yr Taken (a)	Transfer Course # & Subject (b)	Title as it exactly appears on the transcript (c)	# of hours taken (d)	Grade (e)	UTA Equiv. code (f)	# of hours transferred to UTA (g)	College Attended (h)

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Graduate Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Graduate Studies Committee Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Dean of Graduate School: \_\_\_\_\_ Date: \_\_\_\_\_

Special Comments: