

Instructions on how to Transfer in Graduate Coursework (TGC)

Master Students Form

This form is for students transferring credit applied to a Master's degree/certificate. Equivalent coursework completed at other institutions of recognized standing may be transferred to a master's degree/certificate program after evaluation and approval.

This form **must** include the required signatures and be received by the Office of the Registrar, via email to gradteam@uta.edu, before final grades post for the graduating term.

- Complete the Transfer in Graduate Coursework form in its entirety
- Advisor will record the results of the approved courses
- Acquire necessary signatures from:
 - Student
 - Advisor
- The Advisor/Coordinator will need to **email** the completed form to the Office of the Registrar via gradteam@uta.edu

Note: Courses requested must be from an accredited institution, be graduate level, and have a grade of 3.0 or better. Official transcript must be accepted and on record with the University. Transfer credit that is not given a letter grade will not be accepted. For example, courses graded Pass/Fail will not be approved. Course units requested must not exceed 9 units or 25% of total units required for the degree. All transfer courses must have the UTA equivalent course listed. Only students pursuing the master's degree can request transfer credit. Transfer credits are not allowed at the doctoral level. A course cannot be used if another degree was earned.

University of Texas at Arlington
Office of the Registrar
Graduation Team

University Administrative Building
Room 129 · Box 19088
701 South Nedderman Dr
Arlington, TX 76019-0088

Phone: 817-272-3372
Email: gradteam@uta.edu

Reminder: Make sure you retain a copy for your records.

The University of Texas at Arlington
TRANSFER OF GRADUATE CREDIT FORM (TGC)

This form is for students transferring credit applied to a Master's degree/certificate. To request transfer credit, students must complete the Transfer of Graduate Credit form and obtain approval from the appropriate advisor. If approved, the advisor will sign and email the form to gradteam@uta.edu. All approved courses must be listed on the form and the student's signature is required, no exceptions.

Student: _____ Date: _____

Last Name: _____ First Name: _____

UTA ID: _____ Program: _____ College/School: _____ Dept: _____

Degree Plan _____ Admit Term: 20 _____ Semester _____

Type of Hours					Transferring University Name:			<u>Approved</u> UT Arlington Equivalent Course/s *		
Year Semester	Course Prefix Number	Title on Transcript	# of hours taken	Grade	Course Prefix Number	Title	# of hours transferring into MAP			
20XX Fall	PSYC 5XXX	Psychology 101	3	A	PSYC 5XXX	Intro to Psychology	3			

*If there is no specific UTA course, an appropriate choice to list could be an independent study, select/current topics, readings, research course, etc
 The student acknowledges the following requirements for transferring graduate credits and gives permission to add the approved courses listed above to their academic program plan

- No course that has been applied to any degree, at any graduate or undergraduate institution, may be applied to any other degree. No more than nine hours of transfer credit will be granted except in the professional master's programs that require more than 36 hours of coursework. In such programs, the number of transfer hours is limited to 25 percent of the total program hours.
- Transfer credit will be accepted only for organized courses in which the student received a letter grade of B or higher.
- An official transcript showing the course(s) and grade(s) is required to be on record and accepted by the university.
- All work submitted for transfer credit must have been completed no more than six years before completion of a graduate program at UT Arlington.

Student Name

Student Signature

Date

Advisor Only	Name		Prerequisites Met		Comments/Notes:				
	Signature		Date:						
Gradteam Only	Received by:	Date:	Official Transcript on File	Within Six Years	Other				
	Processed by:	Date:	Credit hours match	No other degree earned					