

University of Texas at Dallas
OFF-CAMPUS TRANSFER CREDIT APPROVAL FORM
Pre-Approval for Transfer of Coursework

Student Name _____
Print legibly **Last Name** **First Name**
UTD ID _____ **Major** _____

Your UTD Identification Number (ID) is being requested because it is a unique ID which is maintained for the purpose of accuracy in tracking information. The disclosure of such information is voluntary. Disclosure of your UTD ID is governed by the Public Information Act (Chapter 552 of the Texas Government Code). With few exceptions, you are entitled at your request to be informed about the information UTD collects about you. Under Sections 552.021 & 552.023 of the TX Govt. Code, you are entitled to receive and review the information. Under Section 559.004 of the TX Govt. Code, you are entitled to have UTD correct information about you that is held by us and that is incorrect.

STUDENT RESPONSIBILITY REGARDING OFF CAMPUS TRANSFER CREDIT

Please read and follow these directions:

Upon completion of your approved courses taken from the institution named on this form, it is your responsibility to submit an official transcript to:

Office of the Registrar
University of Texas at Dallas
PO Box 830688, MC 11
Richardson, TX 75083

(If you are graduating from UTD this semester, you will need to hand carry your official transcript to the UTD Registrar's office by the published deadline.)

UTD EMAIL _____ Please be advised that any notices or information updates regarding this form will be sent to your UTD email address.

WHERE DO YOU PLAN TO TAKE THIS COURSE? _____

WHICH SEMESTER DO PLAN TO TAKE THIS COURSE? _____

Course(s) to be taken <i>Completed by Advisor</i>	UTD Equivalent <i>Shaded section to be completed by UTD Office of the Registrar</i>		UTD Common Core Number*	
_____	_____	Approved Not Approved	Yes/Core Code _____	None
_____	_____	Approved Not Approved	Yes/Core Code _____	None
_____	_____	Approved Not Approved	Yes/Core Code _____	None
_____	_____	Approved Not Approved	Yes/Core Code _____	None

You must attach a photocopy of the course catalog description from the other institution. You may also be required to furnish the syllabus for the course, the name of the book used, and any other relevant information to support your petition. Requests for off-campus course approval will not be processed without a course description. Only courses with grades of A, B, and C will be accepted in transfer to UTD. To graduate from UTD, you must take a minimum of 30 semester credit hours at UTD (45 hours for honors candidates). At least 24 of the last 30 semester hours must be taken at UTD. Students are responsible for requesting official transcripts of off-campus coursework be sent to the Registrar's Office, MC 1.406. If a student fails a course at UTD, credit for the course cannot be transferred from another institution.

Student Signature **Date**

Program Advisor Signature

Transfer Credit Evaluator Signature
Office of the Registrar – MC 1.406

Date

*** Common Core Code Key:**

010-Communication 020/021-Mathematics 030/031-Natural Science 040-Humanities 050-Vis/Perf Arts 060-History 070-Poli Sci. 080- Soc/Beh Sci.