



TRANSFER OF GRADUATE CREDIT TOWARDS MASTER'S DEGREE

Students are expected to complete the majority of all coursework at UTSA. UTSA awards credit for college-level transfer coursework, earned with a grade of "B" or higher, from accredited colleges and universities. Admitted students may submit a petition for credits to the related Graduate Program Committee and academic College to receive credit earned from foreign institutions and non-accredited colleges or universities. Based on course level, rigor, quality, comparability, and degree program relevance, credits may be awarded on an individual basis at the discretion of the Graduate Program Committee, academic College, and the Graduate School. This form must be completed by the department.

STUDENT INFORMATION

Student Name _____

Banner ID _____

Degree Program _____

Date _____

Highest Education Level Completed: Baccalaureate Master's Doctoral

Type of Program: Post Master's Post Baccalaureate

It is required to attach transcript(s), the syllabus or course description, and evidence that the university where the course was taken is accredited.

COURSES TO BE TRANSFERRED

Name of Institution	Semester Taken	Course Number and Name	Hours	Equivalent Grade	UTSA Equivalent Course	Credits to be used to fulfill the requirements below
						Section of catalog _____
						Section of Catalog _____
						Section of Catalog _____
						Section of Catalog _____
						Section of Catalog _____
						Section of Catalog _____
						Section of Catalog _____
						Section of Catalog _____
						Section of Catalog _____

* The courses listed above must have a grade of B or better, be from an accredited university, and not have been used in another degree program.

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If transfer courses will be substituted, please provide the justification in the section below.

JUSTIFICATION FOR SUBSTITUTION OF COURSES

APPROVALS

Time Limit for Completing Master's Degree: Master's students have a time to degree completion of six years.

- The courses requested for transfer do not exceed the time limit for completing the degree.
- This degree program is _____ hours and the Graduate Advisor recommends approval of _____ transfer hours. The majority (over 51%) will be completed at UTSA.

Graduate Advisor of Record, Signature *Print Name* _____ *Date* Approve Disapprove

Department Chair, Signature *Print Name* _____ *Date* Approve Disapprove

Associate Dean, Signature *Print Name* _____ *Date* Approve Disapprove

THE GRADUATE SCHOOL

Based on the College's recommendation, I hereby Approve Deny the request

Vice Provost and Dean of The Graduate School, Signature _____ *Date*