



TRANSFER OF GRADUATE CREDIT TOWARDS MASTER'S DEGREE

Generally, all work for the master's degree must be completed at UTSA. Transfer credit of usually no more than six semester credit hours may be allowed for graduate coursework completed at another accredited institution upon the approval of the appropriate Graduate Program Committee in which the degree program is located. This petition may allow a maximum of one-third of the semester credit hours of coursework (exclusive of thesis) required for a degree at UTSA to be accepted as transfer credit for the degree. This form must be completed by the department.

STUDENT INFORMATION

Name _____ myUTSA ID _____

Degree Program _____ Date _____

Semester/Year Admitted _____ Semester/Year of Expected Graduation _____

Highest Education Level Completed: Baccalaureate Master's Doctoral

Type of Program: Poster 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 checked below
						<input type="checkbox"/> Elective <input type="checkbox"/> Core course <input type="checkbox"/> Other _____
						<input type="checkbox"/> Elective <input type="checkbox"/> Core course <input type="checkbox"/> Other _____
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						<input type="checkbox"/> Elective <input type="checkbox"/> Core course <input type="checkbox"/> Other _____
						<input type="checkbox"/> Elective <input type="checkbox"/> Core course <input type="checkbox"/> Other _____

* 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 Program Committee, 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*