

Graduate Credit Transfer Request for Electrical and Computer Engineering

Instructions for the STUDENT:

Return the form AND the supplemental materials (explained below) to the CEE/ECE/GLE Student Services Office in 2304a Engineering Hall. The request must include all **four** of the following items, or *significant documentation and explanation* if items are not available: **This should be completed during your first semester in ECE.**

- a) Copy of transcript with course highlighted
- b) Student must indicate which ECE course student feels is equivalent to the course for which they are requesting the credit transfer: _____
- c) Copy of official syllabus (if printed from the web, be sure to highlight the URL)
- d) Copy of official catalog description (if printed from the web, be sure to highlight the URL)
- e) Title of Textbook and Author

If your request is complex, please include a letter of explanation. You will be notified of the decision between 3 weeks and a month from the date of submission.

Student Name: _____ ID Number _____

Area: _____ Email: _____ Date _____

Instructions for the EVALUATOR:

Note: The last person that taught the course will be asked to evaluate the request. If that person is no longer here, Graduate Chair will evaluate or make the decision of who will do it.

- 1) You may make a recommendation by choosing from the options below. If needed, use the comments section for additional explanation.
- 2) Please return the signed and completed form to the CEE/ECE/GLE Student Services Office in 2304a EH for final approval by the Graduate Committee.

EVALUATOR RECOMMENDATION:

Action as follows (choose one):

- _____ UW-Madison course number
- _____ Undesignated 500-level credits: _____ credits in (area)
- _____ Undesignated 700-level credits: _____ credits in (area)
- _____ Credit transfer request is denied (please explain in Comments section)
- _____ Other (please explain in Comments section)

Name: _____ Signature: _____ Date: _____

Comments: _____

GRADUATE COMMITTEE APPROVAL:

Signature: _____ Date: _____

Comments: _____