

APPENDIX F: SPECIAL STUDENT LETTER

March 8, 2018

Ms. Elena Hsu
Graduate Coordinator
The Graduate School
217 Bascom Hall
500 Lincoln Drive
Madison, WI 53706

Re: Transfer credits for MS in MSE degree

Dear Ms. Hsu:

I am writing to request that the 6 credits of graduate level work completed by my student, Jennifer A. Student (ID 900 567 7890), during the fall 2016 and spring 2017 semesters be transferred and counted toward her degree requirements. Ms. Student will complete her master's in the Manufacturing Systems Engineering Program in May 2020 and needs these credits to satisfy the degree requirements for graduation.

Thank you.

Sincerely,

John A. Advisor

John A. Advisor
Professor of Industrial and Systems Engineering



College of Engineering
UNIVERSITY OF WISCONSIN-MADISON

MSE Graduate Student
Course Substitution / Course Transfer Request

Instructions:

- 1) Write a Credit Transfer Letter (see example on page 1) **AND** complete this fillable PDF application.
- 2) Attach both the official course descriptions and syllabi of the course from your previous institution **AND** of the course you feel is equivalent at UW-Madison.
- 3) Provide an official transcript with the course highlighted and grade received.
- 4) Provide evidence of the course length (number of class hours).
- 5) Provide a statement indicating similarity to existing course(s) at UW-Madison.
- 6) Provide a letter of approval from the instructor of the course at UW-Madison that most closely matches the one taken. The letter from the UW instructor should verify similarity of the courses and depth of the material covered.
- 7) Return all forms from steps 1-6 to your faculty advisor for approval.
- 8) Once approved, upload all forms to the google survey linked on the IE website.

Student Name: _____ Date: _____
 Campus ID: _____ Email: _____

Previous Institution

UW-Madison

Institution Name: _____	Department: _____
Course Name: _____	MS Thesis Area (If Applicable): _____
Course Number: _____	Substitution Course Name: _____
# of Credits Completed: _____	Substitution Course Number: _____
Semester/Year Completed: _____	# of Credits of Substitution Course: _____

UW Instructor Name: _____

Signature: _____ Date: _____

Faculty Advisor Name: _____

Signature: _____ Date: _____

Grad Chair Signature: _____ Date: _____

Approved: Reason: _____

Denied: _____

Graduate Program Policy:

Graduate School Policy: *Transferring Graduate Credits from other Institutions:*

The Graduate School's minimum credit requirement for graduation can ONLY be satisfied with graduate-level courses taken as a graduate student at UW-Madison. The Graduate School's minimum credit requirement for a Master's degree is 16 credits and 32 credits for a PhD.

Manufacturing Systems Engineering (MSE) Policy from Handbook: *Transferring Credits Criteria (p.26):*

- 1) A maximum of 12 credits may be transferred from another institution and counted toward the MSE degree.
- 2) Only courses taken in the last five years may be accepted for transfer.
- 3) Students who change from Special Student status at the UW to Graduate Student status may transfer their Special Student credits. However, see p. 28 in the MSE Handbook for details on this policy.
- 4) Transferred courses must fit into the student's Study Plan. Any request for transfer must first be approved by the student's advisor and then submitted for approval to the Director.
- 5) Each course must be the equivalent of a 3 credit---hour semester graduate course. Two courses taken under a quarter system may be counted as one semester course.
- 6) The student must have earned a grade of at least a B (or equivalent) in each transferred course.
- 7) No credits may be transferred in place of the following courses: Independent Study, ISyE/ME 641 Design and Analysis of Manufacturing Systems, and OTM 758 Managing Technological and Organizational Change.

Manufacturing Systems Engineering (MSE) Policy from Handbook: *Course Substitution (p.28):*

Students may choose to deviate from the recommended course list when creating their Study Plan. Students wishing to do this must file a written request with the MSE Director:

- 1) Write a petition to the Director requesting substitution of a course.
- 2) Indicate what course you plan to take and the core area to which you would like it applied.
- 3) Include a copy of the course description from the Bulletin.
- 4) Each course must be the equivalent of a 3 credit---hour semester graduate course. Two courses taken under a quarter system may be counted as one semester course.
- 5) Get your advisor's signature on the petition, along with yours, and submit it to the Director.

For more information on this and other policies please visit [MSE Graduate Handbook](#) and [Grad School Policy](#).