

# Mechanical Engineering Previously Earned Graduate Credit Equivalence Form

This form is for Mechanical Engineering Graduate Students to request to use credits earned from a previous graduate program in a UW-Madison ME graduate program. The credits must have been earned in graduate standing. Please review your program in the ME handbook to learn how many previously earned graduate credits may be used in your ME program. Students should complete one form per previously earned course. Previously earned graduate credits permitted to count in the graduate program will not: appear on the graduate transcript, be part of the graduate GPA, or satisfy graduate residency requirements. The previously earned credits permitted for use in the graduate program may satisfy specific curricular credit requirements, including total credits required for the degree, with advisor approval. Submit all Previously Earned Graduate Credit Forms along with prior institution transcript(s) as one packet to the ME Graduate Coordinator (ME 3182) for review and approval process. **Courses must have been earned LESS than 5 years prior to matriculation for use in an MS program and LESS than 10 years prior to matriculation for use in the PhD program.**  
<https://grad.wisc.edu/documents/prior-coursework/>

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

10-digit Campus ID #: \_\_\_\_\_ Student WISC email: \_\_\_\_\_

Current Program (check one):  
MS - Accelerated MS – Automotive  
MS – Modeling & Simulation MS – Research (both tracks) PhD

## 1. Enter information as it appears on your transcript and attach your previous institution transcript:

Previous Institution Name: \_\_\_\_\_

Original Course Number: \_\_\_\_\_ Original Course Name: \_\_\_\_\_

Term Course was completed: \_\_\_\_\_ Grade Earned: \_\_\_\_\_ Credits Earned: \_\_\_\_\_

The course above is equivalent to UW-Madison Course Number: \_\_\_\_\_ and Madison credits: \_\_\_\_\_.

Reason this course should be included in your graduate curriculum:

Advisor Name: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 2. If the course is equivalent to a UW-Madison formal course at the 700+ level, then you must also obtain approval from the UW-Madison faculty member who teaches the course. Courses must be formal courses (research, seminar, independent study are not permitted) and must be considered third in a sequence of courses (i.e. 300, 500, 700) where undergraduate students are not permitted to enroll. Make sure to take a copy of the course syllabus to the faculty for review. Ask the faculty to complete the following portion of this form.

Print Faculty Name: \_\_\_\_\_ Faculty Department: \_\_\_\_\_

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This course is equivalent to the UW-Madison course number listed above in #1.

This course is NOT equivalent to the UW-Madison course number listed above in #1.

## 3. If the course is approved to be equivalent to a UW-Madison course at the 700+ level, then this form must be approved by the ME Graduate Chair. Submit the form to the ME Graduate Coordinator (ME 3182) for review.

ME Graduate Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ME Graduate Coordinator Use Only: original transcript received: \_\_\_\_\_ course complete/graded: \_\_\_\_\_  
Madison course #: \_\_\_\_\_ Madison credits: \_\_\_\_\_ 50% credits: \_\_\_\_\_