

# Department of Mechanical Engineering

## Previously Earned Graduate Credit Equivalence Form

**Form instructions:** Form is a fillable PDF. Type form, obtain advisor digital signature, email to [Sara Hladilek](mailto:shladilek@wisc.edu).

This form is for Dept. of Mechanical Engineering Graduate Students to request credits earned from a previous graduate program to be used in a UW-Madison ME or EM graduate program. The credits must have been earned while in graduate standing. Please review your program in the ME or EM 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 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 Equivalence Forms along with prior institution transcript(s) as one packet to the ME Graduate Coordinator ([shladilek@wisc.edu](mailto:shladilek@wisc.edu)) 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: \_\_\_\_\_ Matriculation Date: \_\_\_\_\_

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

Program (Select one):                      Mechanical Engineering                      Engineering Mechanics

Academic Plan (select all that apply):                      PhD                      MS – Research                      MS - Accelerated

MS – Aerospace                      MS – Automotive                      MS – Modeling & Simulation in M.E.

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

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

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

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

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

**B. UW-Madison Faculty Advisor Name:** \_\_\_\_\_

UW-Madison Faculty Advisor Digital Signature & Date: \_\_\_\_\_

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**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.

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

Faculty Advisor Digital 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.

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**3. If the course is approved to be equivalent to a UW-Madison course at the 700+ level (#2), then this form must also be approved by the ME Graduate Chair.** Submit the form to the ME Graduate Coordinator ([shladilek@wisc.edu](mailto:shladilek@wisc.edu)) for review.

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