

Department of Mechanical Engineering Graduate Program
Approval of UW-Madison Undergraduate Credits for use in MS/PhD

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

- This form is for Department of Mechanical Engineering Graduate Students to request to use credits earned from a UW-Madison undergraduate program in a UW-Madison Mechanical Engineering/Engineering Mechanics graduate program.
- No more than 7 undergraduate credits (generally 2 courses) may be used in the graduate program. Splitting course credits is not permitted. Review your program policies in your handbook to learn what courses/credits are permissible, with faculty advisor approval. **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/>
- Credits earned in the undergraduate program and permitted to count in the graduate program will not: be part of the graduate GPA, satisfy graduate residency requirements, or satisfy the Graduate School Minimum Graduate Coursework (50%) requirement (unless the course was 700+ level).
- The undergraduate credits permitted for use in the graduate program may satisfy appropriate specific curricular credit requirements including total credits required for the degree, with advisor approval.

Student Name: _____ 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.

Enter information as it appears on your transcript and attach your undergraduate DARS report:

Course Dept/Number (ex. ME 539)	Course Title	Term/Year (ex. Fall 2022)	Grade	Credits

Graduate Advisor Name: _____

Graduate Advisor Digital Signature/Date: _____

For ME graduate programs only: If any course listed above is a Mechanical Engineering (ME) 300 level course, it must also be approved by the ME Graduate Committee. Submit this form via email to [Sara Hladilek](mailto:Sara.Hladilek@wisc.edu) for review.

ME Graduate Committee Chair Signature: _____ Date: _____