

Graduate Course Equivalency Request for MS&E Students

Instructions for the student:

Return this form with an advisor signature, a UW-Madison course instructor signature, AND the supplemental materials (explained below) to the [Graduate Coordinator](#). The request must include the following items, or *significant documentation and explanation* if items are not available. This should be completed during your first semester in MS&E.

- a) Copy of previous institution transcript with course highlighted
- b) Student must indicate which UW-Madison MS&E course student feels is equivalent to the previous course:

- c) Copy of official syllabus from previous institution (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
- f) Copy of official UW-Madison syllabus

1. Grades from transfer credits will not count towards the graduate career GPA.
2. Transfer credits must be earned from institutions recognized by a U.S. Department of Education institutional accrediting agency or hold an equivalent international accreditation.
3. The Graduate School's minimum graduate residence credit requirement can be satisfied only with courses taken as a graduate student at UW-Madison.
4. You must have received a B grade, equivalent or better in this course.
5. If your request is complex, please include a letter of explanation.

Student Name: _____ ID Number _____

Advisor: _____

Email: _____ Date _____

UW-Madison Course Instructor Signature: _____

Instructions for the faculty advisor:

Action as follows (choose one):

Course Equivalency approval for the requested UW-Madison course number

Other (please explain in comments section)

Faculty Advisor's Supporting Comments/Explanation:

Name: _____ Signature: _____ Date: _____

GRADUATE COMMITTEE APPROVAL:

Signature: _____ Date: _____

Comments: _____