

Department of Mechanical Engineering

Previously Earned Graduate Credit Equivalence Form

Form instructions: Form is a fillable PDF. Complete one form per course. 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. Review your program in the ME or EM handbook to learn how many previously earned graduate credits may be used in your ME or EM program. 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) for review and approval process. **Courses must have been earned LESS than 10 years prior to matriculation for use in the program.**

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

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: _____

B. The course above is equivalent to UW-Madison Course Number: _____ **and Madison credits:** _____

C. UW-Madison Faculty Advisor Name: _____

UW-Madison Faculty Advisor Digital 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. If the faculty agrees to the equivalency, as them 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. (If not, do not sign this form.)

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) for review.

ME Graduate Chair Signature: _____ Date: _____