University of Alabama ECE Graduate Coursework Transfer Procedure

Welcome to the department of Electrical & Computer Engineering at the University of Alabama. As an incoming Ph.D. student, you may be interested in transferring graduate coursework credit from another university to UA. This is often the case, for example, if you have completed an MS degree at another institution. Please consult with your advisor to determine whether transfer of graduate coursework is appropriate for your specific case. If graduate coursework transfer is desired, please adhere to the following steps to ensure that all formal requirements are satisfied and that the graduate coursework transfer paperwork may be processed promptly.

Contacts:

- Student Services Coordinator (SSC): Ms. Kymberli Lindsey jerni001@ua.edu. The Student Services Coordinator is your primary contact for submitting the graduate coursework transfer paperwork.
- Graduate Program Director (GPD): Prof. Andy Lemmon lemmon@eng.ua.edu. The Graduate Program Director is the person who reviews and approves your graduate coursework transfer request.
- Associate Department Head for Graduate Programs (ADHGP): Prof. Edward Sazonov esazonov@eng.ua.edu. The Associate Department Head for Graduate Programs oversees the graduate program and is available to answer questions or assist if challenges arise during this process.

Note: you should complete the Ph.D. plan of study prior to initiating the coursework transfer procedure. If you do not have a plan of study that has been approved by the GPD, you must complete that process prior to initiating the coursework transfer process outlined in this document.

Steps to take to complete the graduate coursework transfer request:

1. Login into myBama, navigate to DegreeWorks and confirm "Catalog year". The maximum number of hours that can be transferred is dependent on the catalog year. You can check the limits that apply to you by using catalog archives at https://catalog.ua.edu/graduate/.
2. Read the credit transfer rules set by the graduate school and verify that your credit transfer request complies with the rules (navigate to Previously Earned UA Graduate Credit and Transfers of Graduate Credit): https://catalog.ua.edu/graduate/about/academic-policies/degree-requirements/#doctoraldegreestext
3. Complete the "Request for Transfer Credit Form" at the following link: https://powerforms.docusign.net/3729e12f-8a5f-4d13-b9f9-fb878bccde51?env=na2&acct=046ae80d-7495-4a39-a960-9a4b16ff5c0f&accountId=046ae80d-7495-4a39-a960-9a4b16ff5c0f
4. The Graduate School will process this form, verify the transcript, and then send the request to the SSC for additional processing. As part of the transcript verification, some courses may be deemed ineligible for transfer. This usually happens if the grade achieved is below the required threshold (equivalent to a "B"). This process can take several weeks for the graduate school to complete.
5. Once the verified transcript is received from the graduate school, the SSC will work with your advisor to determine whether Option 1 or Option 2 is desired. Option 1 refers to course-by-

course equivalency matching, whereas Option 2 refers to "block transfer". If you have completed an MS degree in the discipline, Option 2 is generally the preferred route. If the coursework being transferred is greater than 6 years old, only Option 2 is available. Additional information about these options is available at the graduate school website: https://catalog.ua.edu/graduate/about/academic-policies/degree-requirements/#doctoraldegreestext

6. The SSC will ask your advisor to specify the catalog year for your Ph.D. program. This is usually determined by the semester that you began studying at UA, unless a specific request to transfer to a different catalog year has been made. This is rare, especially for new graduate students.

7. You will complete transfer course equivalency table, which can be found on the last page of this document. If you are requesting an Option 1 transfer, you should identify an equivalent course from the UA catalog for each course completed at your previous University. If you are requesting an Option 2 transfer, you should specify "MSC 501" as the matching course for all coursework completed at your previous University. Once completed, your advisor should send this document to the Graduate Program Director (GPD) for review and approval.

8. **Important** - If more than 6 years have passed since the graduate credit was earned, you must use Option 2. In this case, the department must also complete a *field-related employment form* to demonstrate that you have been gaining field-relevant experience since the award of the MS degree. To support this part of the procedure, you must do the following:

    a. Send the following documentation to the SSC and the GPD:

        i. An up-to-date CV/resume that lists both your previous graduate study as well as the details of your employment history for the time since your MS degree was awarded.

        ii. A brief justification written by your advisor (one paragraph) explaining how your employment experience is relevant to your Ph.D. study. This justification will be copied into the *field-related employment form* by the SSC.

    b. The GPD will review this documentation and correspond with your advisor if any changes are needed.

    c. Once approved, the GPD will ask the SSC to complete the *field-related employment* DocuSign.

9. The graduate coursework transfer paperwork must be reviewed and approved by the GPD before any DocuSign forms are completed by the SSC. Your advisor should communicate directly with the GPD to obtain this approval and make any necessary adjustments to the paperwork as required to obtain compliance with ECE department and Graduate School policies.

10. Once the above are verified and approved, the GPD will ask the SSC to initiate the Graduate Transfer Evaluation Form DocuSign.

Original University Course Number:	Original credit hours	Short Course Description (From Original University):	UA Equivalent Course Number:	UA credit hours	Short Course Description (From UA Catalog):
		Insert a brief description of the course from the original university website or catalog			*Insert the brief course description from the UA website or catalog*