

**UNIVERSITY OF MASSACHUSETTS AMHERST
COLLEGE OF ENGINEERING
DEPARTMENT OF ELECTRICAL & COMPUTER ENGINEERING (ECE)**

ECE TRANSFER OF CREDIT POLICY – M.S. ECE & M.S. ECE PEEAS

A limited number of course credits may be transferred toward the M.S. ECE and the M.S. ECE PEEAS Program provided the **enrolled M.S. degree student** makes a request in writing using the official UMass Graduate School form and attaching required documentation. The ECE Graduate Program Director decides whether or not to recommend the transfer of credits to the Graduate Dean and the Graduate Dean makes the final recommendation. A transfer of credit may result in an appropriate statute of limitations adjustment.

REQUEST FOR TRANSFER OF CREDIT:

1) TAKEN AT UMass Amherst (only) before entering MS ECE Degree Program:

Graduate level courses must have been taken no more than 3 years prior to the student's acceptance into the Master's Program and may not have been used previously to fulfill the requirements for any other degree, certificate of diploma program.

- PLEASE SUBMIT the Request for Transfer of Graduate Course Credit form and a current UNOFFICIAL TRANSCRIPT (from SPIRE) showing the grade received for each UMassA non-degree graduate course taken

NOTE: If you need a form, please come by the ECE Graduate Office or for M.S. PEEAS students, send your request and your current mailing address to ecegrad@ecs.umass.edu

2) TAKEN AT OTHER ACADEMIC INSTITUTIONS:

Grades received for courses taken at **other** academic institutions requested for transfer must be "B" or better. Graduate level courses must have been taken no more than 3 years prior to the student's acceptance into the Master's Program and may not have been used previously to fulfill the requirements for any other degree, certificate of diploma program. These course(s) must be the equivalent of a current ECE graduate-level course. Non-Umass Amherst transfer credits may be used to fulfill departmental degree requirements at the **500-level only**. **These courses may not be used to satisfy the 600-800 level requirement nor can the grade received in a course taken at another institution be used to satisfy the University's requirement for letter-graded credits** (see M.S. ECE & M.S. ECE PEEAS Master's degree requirements). **PLEASE SUBMIT THE FOLLOWING MATERIALS TO THE ECE Graduate Office when applying for TRANSFER OF CREDIT taken at other Academic Institutions:**

- UMass Amherst GRADUATE RECORDS FORM – "Request for Transfer of Graduate Course Credit Taken at Other Academic Institutions"
- Copy of the college/university bulletin pages giving the complete course description(s)
- Copy of course syllabus (Samples of coursework would be helpful also)
- OFFICIAL transcript(s)

NOTE: No more than a total of 12 graduate credits may be transferred. Of these, a maximum of SIX (6) credits may be from any ONE of the following sources:

- Another regionally accredited college/university within the United States
- Course(s) taken as an undergraduate student over and above requirements for the baccalaureate degree
- Course(s) taken while enrolled as a non-degree graduate student
- Response course(s) offered through the Division of Continuing Education.