



Office of the Registrar

Petition to Award Academic Credit for Military Service

Name: _____
Last, First Middle

UTD-ID:

NOTE: Along with this petition, please provide all of the following documentation to the Office of the Registrar **prior to Census Day of the first semester admitted** to UTD.

- Official ACE military transcript submitted to UT Dallas that describes the substance of the training completed by the student and verifies the student’s successful completion of that training, and describes recommended credit.**
- Official High School transcript from an accredited public or private high school or high school operated by the U.S. Department of Defense submitted to UT Dallas by the student indicating that the student graduated.**
- DD214 indicating that the student was honorably discharged AND completed at least 2 years of military service OR was discharged because of disability.**

Petition Regulations:

1. **Students should meet with an Academic Advisor in order to submit the petition.**
2. **All documentation in addition to the petition must be submitted to the Office of the Registrar by Census Day (12th class day in a long semester) of the *first semester admitted* to UTD.**
3. **Credit will be reviewed in accordance with Texas Education Code (TEC) 51.3042 and the American Council on Education (ACE) recommendations.**
4. **All requests for academic credit will be evaluated using established university transfer credit policies.**
5. **Undergraduate students may receive general lower level elective credit not to exceed 12 semester hours.**
6. **The Office of the Registrar will notify the student via UTD campus email regarding the results of the evaluation prior to registration for the following semester.**
7. **All decisions are final.**
8. **Approved credit will be awarded as UTD 2V00 “Military Transfer Credit”. Awarded credit will be applied to the student’s UTD academic record and will be calculated into the total hours completed. Awarded credit cannot be rescinded at any time in the future.**

With few exceptions you are entitled, on your request, to be informed about the information U.T. Dallas collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under Section 559.004 of the Texas Government Code, you are entitled to have U.T. Dallas correct information about you that is held by us and that is incorrect. Be assured that your UTD records are protected from unauthorized disclosure by federal law.

Your UTD Identification number is being requested because it is a unique identification number which is maintained for the purpose of assurance that the correct student record is being updated, for tracking purposes and for state and federal report requirements. The disclosure of such information is voluntary. Your disclosure of your UTD identification number will be governed by the Public Information Act (Chapter 552 of the Texas Government Code).

Registrar’s Office Stamp:

I have read the above information and fully understand the regulations for this request for transfer credit.

Student Signature: _____ **Date:** _____

Daytime Phone Number: _____

UTD Email: _____

I have reviewed the above regulations with the student and approve the student’s request for transfer credit.

Advisor Signature: _____ **Date:** _____