

REQUEST FOR SUMMER TRANSFER CREDIT

Computer Science Department

Use a separate request form for each course you wish to transfer to Carnegie Mellon.

Attach a copy of the course description and submit it with this form to Catharine Fichtner, Undergraduate Program Administrator, Gates Center 5007. You will be notified via email upon approval or denial.

Date: _____

Name: _____

ANDREW ID: _____

I am requesting permission to take course (# and title): _____

at _____ in the (term/year) _____ session.

I ask that it substitute for Carnegie Mellon course (# and title): _____

IF THIS COURSE IS BEING USED TO SATISFY A MINOR OR DOUBLE-MAJOR REQUIREMENT YOU MUST ALSO GET APPROVAL BY SIGNATURE FROM THAT DEPARTMENT. PLEASE HAVE THIS LINE SIGNED BEFORE SUBMITTING FOR SCS APPROVAL

(Double Major/Minor Department Signature)

After you have completed the above course, please have an OFFICIAL transcript sent to:

**Catharine Fichtner, Undergraduate Program Administrator
School of Computer Science, Carnegie Mellon University, Pittsburgh, PA 15213-3891**

Upon receipt of an **OFFICIAL** transcript from the above institution showing a grade of _____ or better, credit will be posted to the student's Carnegie Mellon record for _____ units in CMU course _____ (course number).

Approval: _____ Date: _____

This approval is contingent upon the student's eligibility to continue as a CMU student. Courses taken elsewhere during a period of suspension will NOT transfer back to CMU.

REGISTRAR: All conditions have been satisfied. The above credit has been posted to the Carnegie Mellon transcript.

Approval: _____ Date: _____