REQUEST FOR TRANSFER CREDIT

For undergraduate Computer Science majors

Use a separate request form for each course you wish to transfer to Carnegie Mellon. Attach a copy of the course description and course syllabus and submit them with this form to Catharine Fichtner, Undergraduate Program Administrator, 4115 Gates Center. You will be notified via email upon approval or denial.

DATE:___________________________ ANDREW ID: ______________________________
NAME: (Print)_________________________(Sign)___________________________

I am requesting permission to take course (# and title): ________________________________
at _________________________________________________ in the (term/year) _______________

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

This course is an online course _____YES _____NO
*If YES, student must provide written or email evidence of exam proctoring and online/visual meeting with instructor (e.g. Skype) to discuss and verify course work. For more information, contact the CS undergraduate office.

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:
Enrollment Services – The HUB • CMU • 5000 Forbes Avenue • Pittsburgh, PA 15213-3890

OFFICE USE ONLY

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).

SCS 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.

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

SCS Approval: ____________________________ Date: ________________________________

Revised: 01/28/15