

SCS – Computer Science Department

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 Mary Widom, 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) _____ session.

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: _____