

## **Department of Computer Science Instructions for Transfer of Courses**

For each course that you want to transfer, you must document:

- the course description;
- that you earned graduate credit for the course (this sometimes requires documentation of the course numbering system, which not all institutions provide with transcripts);
- that you have not used the course to satisfy the requirements of any other degree (this may require a certification by the other institution).

The documentation is usually provided by transcripts and catalogs. Unofficial course outlines, descriptions of prerequisites, exams and homework assignments might also be useful.

Please provide a cover sheet for each course with the following:

- Your Name:
- Course Number:
- Course Title:
- Term:
- University:
- Statement why you wish to transfer the course, information on the role of the course (e.g., whether you intend to use it to fulfill master's degree requirements), and a comparison to current Purdue courses you believe are similar or related.

Grades in transferred courses must be A or B or the equivalent.

One quarter-hour is approximately equivalent to 2/3 semester-hour.

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