Course Transfer Request

Requests must be submitted to the CS grad office within the first six weeks of the fall or spring semesters!

Answer these questions before starting a request:

1. Did you receive a grade of A or B or equivalent?
   Yes: ___
   No: ___ → Stop! Transfer is not possible

2. Is this a graduate level course?
   Yes: ___
   No: ___ → Stop! Transfer is not possible

3. Has this course been used to satisfy the requirements of an undergrad degree?
   Yes: ___ → Stop! Transfer is not possible
   No: ___

4. Has this course been used to satisfy the requirements of a prior Master’s degree?
   Yes: ___ → Stop! Transfer is not possible
   No: ___

5. How many courses and credit hours do you intend to transfer in total?
   1-2 courses of 1-3 credit hours each: ___
   More than the above: ___ → Stop! The maximum is 2 courses and total of 6 credit hours.

4. Do you have permission from your advisor/ advisory committee to use transfer courses on your PhD plan of study?
   Yes: ___
   No: ___ → Stop! Transfer is not possible

5. Has this course been used to satisfy the requirements of a prior Master’s degree?
   Yes: ___ → Note: The courses on the PhD plan of study cannot cause the student's doctoral plan of study to include courses used for more than one master's degree.
   No: ___
Course Transfer Request Cover Sheet

Use one cover sheet per course. Submit **HARD COPY** to the CS grad office together with **HARD COPIES** of documentation within the first six weeks of the fall or spring semesters!

Your Name: __________________________________________________________
University: __________________________________________________________
Course Title: _________________________________________________________
Course Number: __________________________________________________________________________
Term: __________________________________________________________________________

Course has been used to satisfy the requirements of:

- an undergraduate degree: Yes: ___ No: ___
- a prior Master’s degree: Yes: ___ No: ___
- _____________ degree: Yes: ___ No: ___

Transfer course is intended to be used on (check all that apply):

- __ PhD plan of study as core course/qualifying course
- __ PhD plan of study but not as core course
- __ MS plan of study as table course
- __ MS plan but not as table course

Similar or related current Purdue CS course number*: _________________

Attach the following required documentation:

- __ a page comparing the course you wish to transfer to the Purdue course you believe is similar or related
- __ the transcript in which the course appears
- __ that you earned graduate credit for the course (this sometimes requires documentation of the course numbering system, which not all institutions provide with transcripts)
- __ certification by the other institution that the course was not used towards an undergrad degree (nor toward a Master’s Degree, if transferring a course to be used on a MS plan of study)
- __ the course description
- __ unofficial course outline / syllabus
- __ descriptions of prerequisites
- __ exams and homework assignments

* One quarter-hour is approximately equivalent to 2/3 semester-hour rm 29/09/16