Course Transfer Eligibility Assessment - Answer these to determine whether you should make a request

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

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. Does this course have at least 3 credit hours?

    Yes: _____

    No: _____ → **Stop**! Transfer is not possible

4. Is this a service or industry-related course?

    Yes: _____ → **Stop**! Transfer is not possible

    No: _____

5. Has this course been used to satisfy the requirements of an undergrad degree?

    Yes: _____ → **Stop**! Transfer is not possible

    No: _____

Transfer to **MS** Plan of Study	Transfer to **PhD** Plan of Study
6. Has this course been used to satisfy the requirements of a prior Master's degree? Yes: _____ → **Stop**! Transfer is not possible No: _____ 7. How many courses and credit hours do you intend to transfer in total? 1-2 courses of 3 credit hours each: _____ More than the above: _____ → **Stop**! The maximum is 2 courses and total of 6 credit hours.	5. 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 6. 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

Requests must be submitted within the first six weeks of the fall or spring semesters and will be processed by the end of the semester.

For each request prepare <mark>one single pdf</mark> document that includes this cover sheet, transcripts and other documentation listed below. Send the request to csgrad@purdue.edu with the subject line "Course Transfer Request".

Your Name: _____

University: _____ Department: _____

Full name of degree program: _____ Term: _____

Course Title:_____ Course Number:_____

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 requested 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 Purdue CS course number*:_____ If no similar course, enter "NONE"

Attach the following required documentation IN THIS ORDER; you will only have ONE opportunity to submit. Decisions are not subject to appeal and will not be reviewed a second time.

1. This page, completely filled out
2. A *page comparing* the course you wish to transfer to the Purdue course you believe is similar
3. The *course description*
4. The *course outline / syllabus* including grading criteria, weekly schedule, textbook(s).
5. *Exams and/or completed assignments* ***required***
6. The *transcript* on which the course appears
7. A page that says "Supplementary Information" and is otherwise blank
8. *Descriptions of prerequisites* (*from the university catalog) if not on the syllabus*
9. Evidence that you earned *graduate credit* for the course (this sometimes requires documentation of the course numbering system, which not all institutions provide with transcripts)
10. *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

* If on a quarter system, note that one quarter-hour is approximately equivalent to 2/3 semester-hour