

## 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: \_\_\_\_

Transfer to <b>MS</b> Plan of Study	Transfer to <b>PhD</b> Plan of Study
<p>4. Has this course been used to satisfy the requirements of a prior Master's degree?</p> <p>Yes: ____ → <b>Stop!</b> Transfer is not possible</p> <p>No: ____</p> <p>5. How many courses and credit hours do you intend to transfer in total?</p> <p>1-2 courses of 1-3 credit hours each: ____</p> <p>More than the above: ____ → <b>Stop!</b> The maximum is 2 courses and total of 6 credit hours.</p>	<p>4. Do you have permission from your advisor/ advisory committee to use transfer courses on your PhD plan of study?</p> <p>Yes: ____</p> <p>No: ____ → <b>Stop!</b> Transfer is not possible</p> <p>5. Has this course been used to satisfy the requirements of a prior Master's degree?</p> <p>Yes: ____ → <b>Note:</b> 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.</p> <p>No: ____</p>

## Course Transfer Request Cover Sheet

Requests must be submitted within the first six weeks of the fall or spring semesters!

For each request prepare one single pdf document that includes this cover sheet, transcripts and other documentation listed below. Send the request to [grad-info@cs.purdue.edu](mailto:grad-info@cs.purdue.edu) with the subject line "Course Transfer Request".

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\*: \_\_\_\_\_

If not similar or related, please state NONE: \_\_\_\_\_

### 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/or completed assignments as available*

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