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 a degree

__ 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