# 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. **Transfer to MS Plan of Study**
   - 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.

5. **Transfer to PhD Plan of Study**
   - 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

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 csgrad@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*:_______________

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  MMS 9/13/2018