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. Is this a service or industry-related course?
   Yes: ____ → Stop! Transfer is not possible
   No: ____

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

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

6. 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.

<table>
<thead>
<tr>
<th>Transfer to MS Plan of Study</th>
<th>Transfer to PhD Plan of Study</th>
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</thead>
<tbody>
<tr>
<td>5. Has this course been used to satisfy the requirements of a prior Master’s degree?</td>
<td></td>
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<tr>
<td>Yes: ____ → Stop! Transfer is not possible</td>
<td></td>
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<td>More than the above: ____ → Stop! The maximum is 2 courses and total of 6 credit hours.</td>
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<tr>
<td>5. Do you have permission from your advisor/ advisory committee to use transfer courses on your PhD plan of study?</td>
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<td>Yes: ____</td>
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<td>6. Has this course been used to satisfy the requirements of a prior Master’s degree?</td>
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<tr>
<td>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.</td>
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<tr>
<td>No: ____</td>
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</tbody>
</table>
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 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: _______________________________________ 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

2021/09/21 MMS