# 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: ____

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

Within the first six weeks of the fall or spring semesters submit TWO (2) SETS OF HARD COPIES to the CS grad office! For each course you petition to transfer, prepare a packet that includes this cover sheet, transcripts and other documentation as requested below.

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 homework assignments

* One quarter-hour is approximately equivalent to 2/3 semester-hour  
rm 28/08/17