

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 MS Plan of Study	Transfer to PhD Plan of Study
<p>4. Has this course been used to satisfy the requirements of a prior Master's degree?</p> <p>Yes: ____ → Stop! 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: ____ → Stop! 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: ____ → Stop! 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: ____ → 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.</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 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