Carnegie Mellon University
College of Engineering

GRADUATE TRANSFER CREDIT REQUEST

Up to 24 units of graduate work completed at other universities,* with a grade point average of 3.0 or better, may be given transfer credit, provided that such course work is part of the graduate program leading to the degree sought. Such transfer credit is not granted prior to admission to the graduate program and must be approved by the department after the student has satisfactorily completed at least 36 units of graduate courses at Carnegie Mellon. Individual academic departments and programs may have stronger requirements for transferring graduate credits.

* Unless a dual degree agreement is in place

INSTRUCTIONS:

1. A separate form must be submitted for each course requested.

2. An in-depth course description for each course must be attached.

3. The student should complete the appropriate portion below and submit it to the **graduate coordinator in their department.**

4. After approval by Department, the completed form should be sent to the **College of Engineering Associate Dean for Graduate & Faculty Affairs** for final approval.

TO BE COMPLETED BY STUDENT

Name:

(Last)   *(First)*   *(MI)*

Andrew ID: **Dept.**

                           Class:

Requesting graduate credit for course:

(Course #)   *(Descriptive Title)*

Taken at: **Semester/Year:**

(Name of Institution)

                                           Units/Credits:

Substitute for CMU course: **Elective?** ☐

(Course #)   *(Descriptive Title)*

Signature: **Date:**

TO BE COMPLETED BY DEPARTMENT

Upon receipt of official transcript from the institution above, showing a grade of _____ or better, credit will be entered on the student's Carnegie Mellon record for _____ units in Carnegie Mellon course:

Course #:   **Descriptive Title:**

Notes:

Dept. Approval:

(Date)

Associate Dean Approval:

(Date)

Please note:
- This approval is contingent upon your eligibility to continue as a College of Engineering student
- Courses taken elsewhere during a period of suspension will not transfer to Carnegie Mellon

ALL CONDITIONS HAVE BEEN SATISFIED. POSTED TO CARNEGIE MELLON TRANSCRIPT ON _____

(Date)