

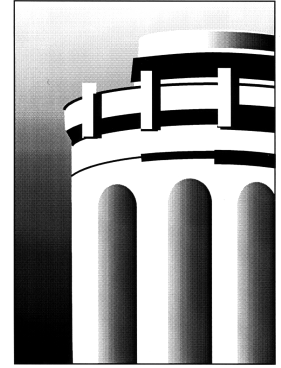
# Graduate Transfer Credit Request

## APPROVAL FOR COURSES TAKEN OUTSIDE OF CARNEGIE MELLON

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.

### 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 THE DEPARTMENT, THE COMPLETED FORM SHOULD BE SENT TO THE CIT ASSOCIATE DEAN FOR GRADUATE & FACULTY AFFAIRS FOR APPROVAL.



Carnegie Mellon  
**ENGINEERING**

### TO BE COMPLETED BY STUDENT

ID # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Andrew ID \_\_\_\_\_

Name \_\_\_\_\_  
*Last First MI*

Dept. \_\_\_\_\_ Class \_\_\_\_\_

I am requesting graduate credit for course \_\_\_\_\_  
*Course # Descriptive Title*  
taken at \_\_\_\_\_ in the \_\_\_\_\_  
*Name of Institution Year/Term Units/Credits*

I am requesting that this course substitute for the Carnegie Mellon course:  
\_\_\_\_\_ or as elective credit   
*Course # Descriptive Title*

\_\_\_\_\_  
*Signature of Student*

\_\_\_\_\_  
*Date*

### TO BE COMPLETED BY DEPARTMENT

Upon receipt of an 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 # and Descriptive Title*

### NOTES:

\_\_\_\_\_  
*Dean's Approval Date Department Approval (student's home department) Date*

### PLEASE NOTE:

- This approval is contingent upon your eligibility to continue as a CIT 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:

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Approval*