

TRANSFER CREDIT REQUEST FORM

Bachelor of Humanities and Arts (BHA) Bachelor of Science and Arts (BSA) Bachelor of Computer Science and Arts (BCSA)

This form is to be used by BHA/BSA/BCSA students when requesting permission to take a course from another college/university. This is normally done when you **are not** enrolled for any courses at CMU for the semester or during the summer. *(This form is not to be used in requesting to cross-register for courses at another PCHE institution during a semester you are taking courses at CMU.)*

Please complete the following:

- 1) attach a photocopy of the course's description.
- 2) obtain approval for the course substitution from the appropriate CMU department.
- 3) submit directly to the BXA Interdisciplinary Degree Programs office in MMCH 107 for final approval.

After the course is completed, have an **official transcript** sent to:

Ari Blackford
 BXA Interdisciplinary Degree Programs
 CFA Dean's Office, MMCH 107
 Carnegie Mellon University
 5000 Forbes Avenue
 Pittsburgh, PA 15213

Only a grade of C or better will be transferable (C- and below is not transferable). You will receive transfer credit, not a letter grade, for the completed course.

Name: _____ Andrew Id: _____ Year: FR SO JR SR (circle one)

I am requesting permission to receive transfer credit for the following courses:

INSTITUTION	COURSE #/TITLE	TO TRANSFER AS CMU COURSE #/TITLE	UNITS	APPROVAL SIGNATURE/DATE

RETURN THIS COMPLETED FORM TO THE BXA OFFICE IN MMCH 107.