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 Carnegie Mellon University 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 Carnegie Mellon University.)

Please complete the following:

1) Attach a photocopy of the course’s description.
2) Obtain approval for the course substitution from the appropriate Carnegie Mellon University department.
3) Submit directly to the BXA Intercollege Degree Programs office in the Solar Decathlon House for final approval.

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

M. Stephanie Murray
BXA Intercollege Degree Programs
CFA Dean’s Office, Solar Decathlon House
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:

<table>
<thead>
<tr>
<th>INSTITUTION</th>
<th>COURSE # / TITLE</th>
<th>TO TRANSFER AS CMU COURSE # / TITLE</th>
<th>UNITS</th>
<th>APPROVAL SIGNATURE / DATE</th>
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RETURN THIS COMPLETED FORM TO THE BXA OFFICE IN THE SOLAR DECATHLON HOUSE.