

# Request for Transfer Credit: Mellon College of Science

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Name Student ID Date

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Department Class: FR SO JR SR e-mail address

**For credit to transfer, a grade of B or better is required for courses taken at a community college, and C or better is required for courses at all other colleges.**

**I request permission to receive transfer credit for the following courses (attach course description for each):**

Institution	Course Number	Course Name	CMU Course Number and Name	Units	Approval/Date	Min Grade Req'd

### INSTRUCTIONS

1. Fill out this form (skip the gray areas) and attach copy of a course description for each course.
2. If the course your wish to receive credit for is in your major department, get your advisor's signature.
3. Submit the completed form to 1324 DH for approval by the Associate Dean. You'll be notified via e-mail if your request has been approved.
4. After taking the course, have an official transcript sent to:  
Office of Undergraduate Affairs, Mellon College of Science, 1324 Doherty Hall, Carnegie Mellon University, Pittsburgh, PA 15213

### Departmental Advisor's Approval:

Needed if the CMU course you wish to receive credit for is in your primary major department.

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Departmental Advisor Signature Date

Credit Posted By: Date: