

TRANSFER OF GRADUATE COURSE CREDIT

The department policy on transferring course credit toward either the M.S. or the Ph.D. in Chemistry is that students may be permitted to transfer credit for one or possibly two courses if the stipulations on this form are satisfied and an official transcript is provided. Please complete one form for each course to be transferred. Forms should be submitted by the end of the first semester in residence.

GRADUATE STUDENT NAME (first & last)

DATE

TRANSFER COURSE DETAILS

Title & number of course to be transferred:

Institution where course was taken:

Semester & year course completed:

Title & number of Carnegie Mellon equivalent course:

STIPULATIONS FOR TRANSFER CREDIT AWARD

1. The course is equivalent to a Carnegie Mellon graduate chemistry course.

The student must provide a sufficiently detailed course description showing the equivalence of the course to be transferred to a Carnegie Mellon Chemistry Department offering. The course description could be a standard catalog description or an email from the instructor of the to-be-transferred course. A signature here indicates that the course is comparable enough in depth and coverage to receive transfer credit, according to the instructor of the equivalent Carnegie Mellon course. ***A description of the course to be transferred must be attached for potential advisor and GPC review.***

Instructor Name

Instructor Signature

Date

2. The student's advisor approves the transfer credit.

The student should discuss the transfer of credit with their advisor in relation to the scope of courses needed for successful research. Note that first year students will not receive transfer credit until they have selected a research advisor and obtained their approval.

Advisor Name

Advisor Signature

Date

3. The course credit must not have been needed to award a previous degree.

If the course was taken while the student was in enrolled in a program where no degree was received, an official transcript is sufficient documentation. If a degree was received from that institution, including Carnegie Mellon programs, the student must provide an email or letter from the appropriate program director stating that the course was not needed for the degree earned. ***The email or letter should be attached to this request for transfer credit.***

4. The GPC approves the course to be applied toward a graduate degree in Chemistry at CMU.

The student should seek GPC approval. In order to make the decision timely, this should be done ideally during before the last day to add a course for the semester, typically in the first 10 days of the semester.

GPC Co-Chair Name

GPC Co-Chair Signature

Date