

Internal Transfer Instructions

Dietrich College of Humanities and Social Sciences

Students exploring the possibility of transferring to Dietrich College of Humanities and Social Sciences should familiarize themselves with the various majors and minors offered in Dietrich as well as the general education requirements. Once a student has identified a small number of possible majors, she/he is required to meet with each major's advisor to learn more of what is expected.

Students applying to transfer to Dietrich will be evaluated on their cumulative and semester QPA, individual course grades, exposure to intended major, and overall interest and fit with Dietrich College. *We highly recommend that students successfully complete coursework in their intended Dietrich major before applying.* Students can submit an application for transfer at any time. However, first semester freshmen will only be considered after final grades are available for the fall term.

Instructions

- 1) Complete the *Application for Transfer into Dietrich College* (found on the next page).
- 2) Schedule an appointment with a departmental advisor to discuss your interest in a major. Please be sure to take a completed application and academic audit with you.
- 3) Submit your application and academic audit to the Academic Advisory Center (AAC) located in Baker Hall, A57. You will schedule an admission interview with an Advisory Center staff member at that time.

**Students interested in the information systems major have a slightly different process.

- 1) Complete the *Application for Transfer into Dietrich College* & the [Dietrich College Information Systems Application](#).
- 2) Gather materials: completed applications, academic audit, and copies of any coursework completed outside of CMU.
- 3) **Freshman:** submit your application and schedule an interview with Brandy Wilson, Academic Advisor. **Sophomores:** submit your application and schedule an interview with Gary DiLisio, Senior Academic Advisor. Applications can be submitted to the IS office located in BPH 222.

Departmental Advisor Contacts

- **Economics**
Kathleen Conway – kconway@andrew.cmu.edu
- **English**
Laura Donaldson – ldonalds@andrew.cmu.edu
- **History**
Andrew Ramey – aramey@andrew.cmu.edu
- **Institute for Politics and Strategy**
Emily Half – ehalf@andrew.cmu.edu
- **Modern Languages**
Sue Connelly – sc7k@andrew.cmu.edu
- **Philosophy**
Correy Dandoy – correy@cmu.edu
- **Psychology**
Emilie O'Leary – emilier@andrew.cmu.edu
- **Social and Decision Sciences**
Connie Angermeier – cLa2@andrew.cmu.edu
Lizzy Stoyale - estoyale@andrew.cmu.edu
- **Statistics**
Samantha Nielsen – samanthn@andrew.cmu.edu

Application for Transfer into Dietrich College

Interested in Transferring For: <input type="checkbox"/> Fall <input type="checkbox"/> Spring 20____		Current Year: <input type="checkbox"/> FR <input type="checkbox"/> SO <input type="checkbox"/> JR <input type="checkbox"/> SR	
Student's Name:		Andrew ID:	
Current College/School:		Major:	
SMC Box #:	Phone #: ()		
Primary Major of Interest: <input type="checkbox"/> BA or <input type="checkbox"/> BS in			
Additional Major of Interest (if applicable):			
Additional Minor of Interest (if applicable):			

What are your reasons for wanting to transfer into Dietrich College?

Why do you think you will be academically successful and satisfied in Dietrich College?

How can Dietrich staff best assist you as you consider this transition?

For Department use only

Expected Semester of Graduation: Fall Spring Summer of 20____

Departmental Advisor: _____ Date: ____/____/____
Type/Print *Signature*

For AAC Advisor use only

Dietrich College AAC Internal Transfer Review/Decision

Meeting with (Advisor): _____ Appointment Day/Time: _____

Offered Admission: Yes No Wait for Fall Spring of 20____

Academic Standing: Good Standing Probation Continue Probation Final Probation

Remove Current Degree:

Advisor Signature: _____ Date: ____/____/____