

Dietrich College Transfer Credits Request Guideline

Current Dietrich College undergraduates taking courses at another institution and requesting that credits for these courses transfer to their Carnegie Mellon University record should familiarize themselves with Dietrich's transfer credit policies found at (<http://www.cmu.edu/hss/advisory-center/transferring/cmu-course-credit.html>).

Students must receive approval before taking any courses at another institution.

To request transfer credit:

- 1) Complete the transfer credit approval form (one per course).
- 2) Attach a copy of the course description and syllabus, which should include information regarding total credits/units of the course.
- 3) Meet with the appropriate advisor to review your request and get approval.
 - a. Students seeking to receive credit towards their major or minor must consult their primary advisor in each department. Students looking to receive credit towards the Dietrich general education requirements or as units towards graduation must consult their advisor in the Academic Advisory Center.
- 4) Submit the completed form to the Academic Advisory Center in Baker Hall A57.

After course completion:

- 1) Students are responsible for submitting an official transcript with course and final grade information to CMU Enrollment Services, 5000 Forbes Avenue, Warner Hall A19; Pittsburgh, PA 15213 in a timely manner. (*Once the transcript is received by the HUB, they will forward a copy to the AAC.*)
- 2) Once an official transcript has been received in Enrollment Services, posting of credit to your CMU record may take up to ten business days.

Important Notes for Advisors:

- 1) Advisors must obtain approval from the course's teaching department.
- 2) Advisors are responsible for determining the unit equivalency and assigning a course number.
 - a. General Education substitutions must also include the general education category.
 - b. Major/Minor approvals must include what the transfer course will count towards.
- 3) Advisors must give a rationale when denying transfer credit.

Dietrich College Transfer Credit Request

Student Information

Name:				Andrew ID:		
Current Year:	FR	SO	JR	SR	SMC Box#:	Phone #:
Majors/Minors:						
Primary Advisor:				AAC Advisor:		

Course Information

Course Number:		Institution:				
Course Name:						
Semester & Year Taken:		Institution's Calendar: Semester Quarter Tri-semester				
Course Credit For: <i>(Please check one)</i>	<input type="checkbox"/> General Education Requirement <input type="checkbox"/> Major/Minor Requirement <input type="checkbox"/> Units towards Graduation					
Reason for Request:						
Student Signature: _____				Date of Request: _____		

Decision *(For Advisor Use Only)*

Decision:	Approve	Deny	CMU Course #: _____	Units: _____
Rationale for Denial (if applicable): _____				
Course Credit for: <i>(Please check one)</i>	<input type="checkbox"/> General Education Requirement <input type="checkbox"/> Major/Minor Requirement <input type="checkbox"/> Units towards Graduation			
Gen Ed Category (if applicable):				
Communicating	Reflecting	Deciding	Creating	
Modeling/Mathematics	Modeling/Natural Science	Modeling/Other	Additional 18 Units	
Advisor : _____		Date: _____		