

Submit completed petition along with an official transcript and the course syllabus from the semester in which you completed the course to ini-academic@andrew.cmu.edu.

Course Transfer

STUDENT INFORMATION

Student Andrew ID:

Student Name:

Last/Family, First and/or Preferred, MI

Degree:

Faculty Advisor:

Date:

mm/dd/yyyy

You may transfer up to 24 units of courses taken at another university to count as electives. In order to count, the course must: fulfill an INI graduate program requirement, be a graduate-level course at the university where it was taken, and not have been used to fulfill requirements for any previously earned degree.

COURSE INFORMATION

Course Number: _____ Course Name: _____

University Where Course Was Taken: _____

Describe which CMU course this course is comparable to and why you would like to transfer it:

INI ACADEMIC AND STUDENT SERVICES USE ONLY:

Approved

Approved with the following conditions:

Denied for the following reason:

INI Academic Advisor Committee Decision Date:

Processed by:

Academic Advisor:

Print/Type Name

Signature

Approve
 Deny

Date: _____
mm/dd/yyyy

INI Director:

Print/Type Name

Signature

Approve
 Deny

Date: _____
mm/dd/yyyy

Reviewed by Committee/
Advisor/Director

Notified student

Updated Stellic record

Saved e-copy in student
file

Recorded in petition
database