**CREDIT TRANSFER REQUEST FORM**

**Department of Computer Science**

**Please read the information at** [**https://cs.vt.edu/Academics/Graduate/Handbook0/Administrivia/Transfer.html**](https://cs.vt.edu/Academics/Graduate/Handbook0/Administrivia/Transfer.html) **and** [**https://cs.vt.edu/Academics/Graduate/Handbook0/FAQs.html**](https://cs.vt.edu/Academics/Graduate/Handbook0/FAQs.html) **before proceeding.**

(Please use one form per course requested.)

Date:

Today’s date

Dear :

Professor’s Name

is a  PhD  MS student in the Department of Computer

Student’s Name

Science. He/she is requesting that the following course taken at the institution named below be transferred for credit at Virginia Tech. As Chair of the Graduate Program Committee (GPC), it is my responsibility to approve or deny such requests. Please examine the attached documentation and indicate whether you feel the course should be accepted or not. Thank you for your time.

Sincerely,

Clifford A. Shaffer

Associate Department Head for Graduate Studies

CS@VT

**To be completed by the student**

**(please enter the information below EXACTLY as it appears on your transcript –**

**do not map any aspect to Virginia Tech equivalents)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Original Course Information** | | | | |
| **Course Number (inc. departmental prefix)** | **Title** | **Institution where this course was taken** | **Grade received** | **Number of credits** |
|  |  |  |  |  |

**To be completed by the course instructor**

**(select at most one box on each line)**

Yes, the above course transfers.  No, the above course does not transfer.

(If you answered Yes to above), transfer it at:  4000-level.  5000-level.  6000-level.

(optional) It is equivalent to a specific course at VT

Course Number and Name (include department, if not CS)

(Only for CS courses) The course falls in following area (choose exactly one):

Algorithms and Theory

Computer Systems

Programming Languages

Numerical and Scientific Computing

Computer Architecture and Networking

Data and Information

Software Engineering

Human-Computer Interaction

Intelligent Systems

Computational Biology and Bioinformatics

Comments:

Faculty Signature: Date:

Department of