

REQUEST TO TAKE COURSES OFF CAMPUS FOR TRANSFER CREDIT

An SHRS student may get credit for coursework taken elsewhere if the student:

* is in good academic standing (undergraduate cumulative GPA at least 2.0, graduate cumulative GPA at least 3.0).
* obtains written approval from the Office of the Dean before enrolling.

The coursework:

* must be from an accredited institution.
* cannot be a repeat of any courses taken at Pitt.
* must be completed with a grade of C or better.

**Students may not take courses outside of the University of Pittsburgh in the semester in which they will graduate.**

Please complete the following information and return this form, along with the course description(s) attached for each course you are interested in taking, to SHRS Student Services, 4019 Forbes Tower. You will be notified in writing if the coursework is approved following a review of this information.

Your Name: Click here to enter text. PeopleSoft ID Number: Click here to enter text.

Pitt Email: Click here to enter text.

Your Advisor’s Name (your advisor’s signature is required):

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Name of College or University: Click here to enter text.

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| --- | --- | --- |
| Course Subject | Course Number | Course Title |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |

*Please note that only credits transfer. Grades earned for coursework taken outside the University of Pittsburgh will not be calculated into your Pitt GPA unless you are cross registered.*