A close up of a sign

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# 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, via email to the [SHRS Dean’s Office](mailto:maguire@pitt.edu?subject=Request%20to%20take%20courses%20off%20campus%20for%20transfer%20credit) **and** your advisor. 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: Click here to enter text.

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

Term you plan to enroll in the course: 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.*