



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 their advisor and the SHRS Office of the Dean before enrolling

The coursework:

- cannot be a repeat of any courses taken at Pitt;
• must be completed with a grade of C or better;
• upon completion of course, student must have an official transcript sent directly to: _____ so the transfer can be processed.

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.

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

Please complete this form and submit it - along with a copy of the course description(s) for each course you are interested in taking - via email to the SHRS Dean's Office and your advisor. You will be notified if the coursework is approved following a review of this information.

Your Name: _____ PeopleSoft ID Number: _____

Pitt Email: _____

Your Advisor's Name: _____

Name of Host College or University: _____

Term you plan to enroll in the course: _____

Table with 4 columns: Course Subject, Course Number, Course Title, Credits. It contains two sections for 'Transfer course information' and 'Administrative use only: Pitt Equivalent Course information'.

Signature and date fields for 'Approved by', 'Advisor's signature', 'Dean's office representative signature', and 'Transfer posted'.