

# CREDIT TRANSFER REQUEST FORM

## Department of Computer Science

Please read the FAQ at [http://www.cs.vt.edu/graduate/current\\_students](http://www.cs.vt.edu/graduate/current_students) 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 \_\_\_\_\_