

Application for Internal Transfer

College of Humanities and Social Sciences (H&SS)

This process involves learning information about H&SS and carefully evaluating the possibilities in H&SS for your academic interests and goals. When reviewing your application, we use criteria based on your overall QPA and individual course grades. The major(s) and/or minor(s) that you state as your interests are the ones we will use in reviewing your application for transfer to H&SS.

Guidelines

Internal transfers may be processed anytime during the semester EXCEPT for: two (2) weeks prior to Registration Week and Registration Week. During this time Academic Advisory Center (AAC) advisors will meet only with current advisees. This will allow advisors to concentrate on their registration advising needs for the following semester.

First-semester freshmen will not be considered for internal transfer to H&SS until the start of their second semester at CMU. This will allow for meaningful advising by their current college/school advisor and informed assessment of initial college choice.

Good Standing in H&SS is defined as:

- 1st year = 1.75/semester & 1.75/cumulative QPA
- 2nd year & beyond = 2.00/semester & 2.00/cumulative QPA

Instructions

Prior to your interview appointment, read these **H&SS Internal Transfer Guidelines** and do the following.

1. Complete an application at least 24 hours prior to scheduling an interview appointment in the AAC/Baker Hall A57. You should print an Academic Audit from <http://www.cmu.edu/hub/> for all intended majors from this website and bring them with you to your interview.
2. Gather requested materials. If applicable, obtain a copy of all non-CMU grades/transcripts of courses that you have taken at another institution and their course descriptions (even if you have already received CMU credit for these courses from your current college). **Submit these with this application.** This will ensure that a complete review is done as part of the application process.
3. Submit application and materials in person to the AAC. If you are applying to the Information Systems Program in H&SS, also complete the H&SS Information Systems application (available in the AAC/Baker Hall A57 or at http://www.hss.cmu.edu/departments/deans_office/aac/advisingforms/isadmit.pdf).
4. Schedule an interview appointment with an AAC Advisor in Baker Hall A57.

Once you have scheduled and appointment, in preparation for your meeting with the AAC advisor you should do the following:

1. Print an Academic Audit from <http://www.cmu.edu/hub/>.
2. View H&SS General Education Requirement from <http://www.hss.cmu.edu/gened/>.
3. Complete an application and gather all requested materials and make an appointment for a time after Registration Week, but prior to the last day of classes.
4. View major and minor requirements from <http://www.hss.cmu.edu/deptsprogs.html> or <http://www.cmu.edu/esq-cat/>.
5. Consult with your current academic advisor about registration issues.

Application for Transfer into H&SS

Advisor/Day/Time Appointment: _____

Interested in Transferring? Fall 20 _____ Spring 20 _____		Current Year: __FR __SO __JR __SR
Student's Name:		Campus Student ID#:
Current College/School:	Current Department/Major:	
SMC Address:	Phone #: ()	Email:
H&SS Primary Major Interest: __BA or __BS in		
Additional Major interest in		Minor interest in

How did you gather information about H&SS? _____

What are your reasons for wanting to transfer into H&SS? _____

Why do you think you will be academically successful and satisfied in H&SS? _____

Additional information _____

For AAC Advisor use only

H&SS AAC Internal Transfer Review/Decision

Offered Admission?

YES _____, ____/____/____ for Fall _____, Spring _____, or Summer _____

NO _____, ____/____/____ for Fall _____, Spring _____, or Summer _____

WAIT _____, ____/____/____ for Fall _____, Spring _____, or Summer _____

Internal Transfer Conditions?

- Materials to Gather:**
- Application _____
 - AP scores _____
 - Transcript _____
 - Course Descriptions _____
 - AP/TRAN report _____
 - White Print _____
 - Academic Audit _____
 - student acceptance letter _____
 - Declaration of Major _____

Academic Standing? __Pending __Good Standing __Probation __Continue Probation __Final Probation

Expected Semester of Graduation? Fall 20 _____ Spring 20 _____ Summer1 20 _____ Summer2 20 _____

Advisor Notes: _____
