

## **H&SS Policy Regarding Credit for Non-CMU Courses**

The following policy governs the practice of H&SS undergraduates taking courses elsewhere and requesting that credits for these courses transfer to their Carnegie Mellon University student record. Courses taken elsewhere will be considered for transfer credit if the course and the institution offering them are of a level and rigor comparable to Carnegie Mellon University.

### **Limits**

Once a student enrolls in the university as a degree candidate, he or she may take a maximum of five (5) courses (or their rough unit equivalent) elsewhere and transfer these back for credit toward their CMU degree. No courses may be transferred for these courses in the H&SS General Education Program (GenEd):

- 76-101, Interpretation and Argument (or 76-100) from H&SS GenEd Category Communicating.
- 79-104, Introduction to World History from H&SS GenEd Category Reflecting.
- 36-201, Statistical Reasoning from H&SS GenEd Category Deciding.
- FSR, Freshman Seminar
- C@CM, Computing @ Carnegie Mellon

For all courses transferred from another institution to your CMU transcript, no more than two (2) courses may count toward the GenEd and a maximum of one (1) course may count toward a particular Category; this includes the courses that count toward the Plus, TWO Additional GenEd Category courses. If you transfer in to H&SS after the first year (as a sophomore), the AAC Academic Advisor will evaluate the limits of any previous work completed elsewhere at the time of application and interview.

### **Exceptions**

These limits do not apply to credits approved through Advanced Placement Examinations, Cross-Registration through PCHE, Exchange and Education-Abroad, International Baccalaureate Examinations, Study-Abroad, or Washington Semester program courses. Exceptions to these restrictions may be made only through College Petition (c/o the Academic Advisory Center).

### **Grades**

Courses taken elsewhere must be taken for a grade of A, B or C (not Pass/Fail). A "C-" grade is not transferable when its equivalency is below a 2.00 or 70%. Grades do not transfer and do not affect the Carnegie Mellon semester or cumulative Quality Point Average (QPA).

### **External Transfer Students**

For students entering CMU/H&SS as external transfers, the same five (5) course limit applies until and unless their transfer credits reach the 180 unit ceiling stipulated by university policy. The university has a residency requirement of a minimum of 180 CMU units. If a degree has already been obtained at another institution (outside of CMU), courses that were counted toward that degree may not be used again as transfer credit toward a CMU undergraduate degree in H&SS.

### **Internal Transfer Students**

This policy applies retroactively to students who enter H&SS through internal transfer and have already taken courses elsewhere for transfer credit.

### **Students on Suspension**

Students on suspension from H&SS will be permitted to receive credit for no more than three (3) courses per semester elsewhere, and no more than a total of five (5) courses elsewhere, while on suspension. These limits may be lower if the student has already (prior to suspension) had credits transferred under the quota limits. Clearance to take these courses for credit should be approved in advance.

### **H&SS Department Limits**

H&SS academic departments may not exceed these limits, but may impose stricter limits regarding courses students propose to take elsewhere to fulfill major requirements.

**TRANSFER CREDIT**  
**College of Humanities and Social Sciences**

This form is to be used by H&SS and SHS/H&SS students only in requesting permission to substitute a course from another college/university. This should be done prior to taking the course. This form **is not** to be used in requesting to cross-register for courses (see PCHE guidelines and procedures).

**Fill out the information requested below and complete tasks 1, 2 and 3.**

1. Attach a photocopy of the course syllabus (or detailed course description) with information about credits.
2. Meet with the appropriate advisor to obtain permission to transfer credit to your CMU record.
3. Submit to your H&SS Academic Advisor (AAC) in Baker Hall A57 for final approval and credit assignment.

Once this form has been submitted to the H&SS Academic Advisory Center (AAC), the bottom portion will be completed and student copy sent to the student's SMC mailbox.

Refer to "H&SS Policy Regarding Credit for Non-CMU Courses" for college policy (on reverse side).

Request an official transcript showing completion of the course you've requested on this form from the university you attend. Please make sure they send the transcript directly to CMU's Enrollment Services office, Warner Hall 19. They will forward a copy of the transcript to the AAC for review and awarding of credit to your CMU transcript.

\_\_\_\_\_ *student's name* \_\_\_\_\_ *campus student id #*

SMC Box #: \_\_\_\_\_ Phone #: (\_\_\_\_) \_\_\_\_\_ email: \_\_\_\_\_

\_\_\_\_\_ *student's major(s)/minor(s)* \_\_\_\_\_ **FR SO JR SR**  
*circle current year*

I am requesting permission to take the course \_\_\_\_\_, \_\_\_\_\_  
*course # course name*  
 at \_\_\_\_\_ in \_\_\_\_\_  
*name of institution year and semester*

Reason for requesting to take this course: \_\_\_\_\_

Please check **ONE** of the following options:

◇ I am requesting this course substitution for this General Education Requirement: \_\_\_\_\_  
 [76-101 (76-100), 79-104, 36-201, Freshman Seminar, and C@CM, may not be transferred.] GenEd Category  
 \_\_\_permission granted \_\_\_permission denied \_\_\_\_\_ / \_\_\_\_\_  
*AAC Advisor Signature Date*

◇ I am requesting this course substitution for a major/minor requirement : \_\_\_\_\_  
 The advisor responsible for this major/minor must approve this substitution. *CMU Course #*  
 \_\_\_permission granted \_\_\_permission denied \_\_\_\_\_ / \_\_\_\_\_  
*Major/Minor Advisor Signature Date*

◇ I am requesting this course transfer as units toward graduation, not to substitute for any requirement.  
 \_\_\_permission granted \_\_\_permission denied \_\_\_\_\_ / \_\_\_\_\_  
*AAC Advisor Signature Date*

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**H&SS FINAL APPROVAL:** Final permission for all H&SS and SHS/H&SS students comes from the AAC.

\_\_\_permission granted \_\_\_permission denied \_\_\_\_\_ / \_\_\_\_\_  
*AAC Advisor Signature Date*

\_\_\_\_\_ **CMU units (if \_\_\_\_\_ semester hours) for CMU course \_\_\_\_\_ - \_\_\_\_\_,** \_\_\_\_\_

*copy to H&SS AAC copy to student's primary major department(s) original to student*