REQUEST FOR TRANSFER OF UNDERGRADUATE CREDIT
College of Computing & Informatics
Office of Student Services

Instructions: Complete this form and submit it to your academic advisor for approval. Please note the policies for transfer of undergraduate credit, which are explained at the bottom of this page.

Student Name:		Univ ID:	
E-mail address:	Major:	Classification: FR SO PJ JR SR	

Name of Institution Attended: _____

Courses to be transferred***		Term	Credit Hours	Drexel Equivalent (Course number)	Office Use Only
Symbol and number	Course Title				
					Approved Not Approved
					Approved Not Approved
					Approved Not Approved

OFFICE USE ONLY

Advisor:	Date:	Date posted to student's record:

POLICIES FOR TRANSFER OF UNDERGRADUATE CREDIT EARNED AT ANOTHER INSTITUTION:

- **Maximum of 90 credits earned at another institution may be applied to an undergraduate degree in the College of Computing & Informatics (CCI).**
- **Students who have senior standing must take their remaining credits at Drexel University. Students who do not have senior standing and receive approval for transfer credit, must have it completed before they reach senior standing.**
- **Grade must be "C" or better to be acceptable for transfer.**
- **Course completion date must not be more than 5 years ago.**
- **Credits, but not quality points, will transfer.**
- **An official transcript that indicates the course was passed with "C" or better must be mailed directly to the College of Computing & Informatics at 3141 Chestnut St., Drexel University, Philadelphia, PA 19104, ATTN: Your advisor's name.**
- **Courses taken at an institution following a semester schedule will be transferred in as 1.5 times the number of non-Drexel credits earned. For example, a 3 credit course taken at a semester school will be transferred in as a 4.5 credit course at Drexel University.**
- **The course must fulfill a requirement for the CCI degree.**
- **No 300 + level Drexel course can be transferred in from a community college.**
- **No more than two courses can be transferred in to count toward the Business minor (IS majors)**

***If additional space is needed, attach a separate sheet of paper with the additional course listings