Instructions for Grade/Degree Transfer Request Form (GN-05)

The instructions in this document were prepared by Dr. Cihan Varol, Graduate Advisor for Department of Computer Science in Fall semester 2015.

This form is required for transferring credits from other educational institutions. A student can transfer up to 6 credits toward graduate degree program. It is student’s responsibility to provide syllabi, course descriptions, and other materials of courses taken previously and to be transferred, in order for graduate advisor to make correct judgment on the eligibility of transfer requested.

- **Data of Request** – September 5, 2013, for example
- **College** – College of Sciences
- **Department** – Department of Computer Science
- **Graduate Advisor** – Cihan Varol
- **Grad. Adv. Ext.** – 4-3930
- **Student Name** – your first name and last name as printed on your official identification card, e.g. passport
- **SAM ID** – your 9-digit SAM ID; if your ID is less than 9 digits, put zeros to the left to make it 9-digit
- **Grades Transferred** – you may leave this blank as table below allows you to enter grades earned
- **Table for credit transfer request** – request up to 6 credits
  - **First column** – clearly list each course previously taken to be transferred, e.g. CS 536 Programming Languages
  - **Second column** – list which semester that course was completed, e.g. Spring 2010
  - **Third column** – give the number of credit hours earned, e.g. 3
  - **Fourth column** – give the letter grade earned for that course, e.g. A; note that only courses scored A or B can be transferred
  - **Fifth column** – give the name of university where this course was taken, followed by country if it is foreign
  - **Last column** – give the course name in your current program to be substituted, e.g. COSC 6318 Programming Languages
- **Skip “Degrees Transferred” section** as currently we do not allow degree transfers
- **Attach a copy of your transcripts** (both previous university where your transfer courses were taken and current SHSU transcript)

When you complete your part of the form, give it to your Graduate Advisor for review. You may give it to him in-person at AB1-216F or send him the form as attachment to cvarol@shsu.edu.