Chemical and Biological Engineering Department

*Graduate Credit Transfer Worksheet*

* Attach all relevant transcripts.
* Eligible courses include lecture or lab courses that are eligible for graduate credit at the other institution.
* Research credits, teaching practicum credits, seminar credits, or research ethics credits are not eligible for transfer.
* The 600-level course requirement may not be satisfied with transfer credits.
* The course must have been taught by a member of that institution’s graduate faculty.
* The course must not have been applied to an undergraduate degree that you earned while at that institution. This must be clear on the transcript or attested to by a letter from the other institution.
* A grade of “B” or better is required.
* Please be prepared to furnish a copy of the course syllabus on request, especially in cases where there is a request to match a core course with a course with a different title or slightly different content.
* **The POS committee must approve the inclusion of all transferred electives on the POS form.**

|  |  |  |
| --- | --- | --- |
| **Term Taken:** | **Title:** | **Course Number:** |
| **Institution:** |
| **Link to course description:** |
| **Instructor:** | **Credits:** | **Grade Earned:** |
| **Proposed ISU Course Number:** | **Core Course?:** | **Grade Earned, US Letter Grade Equivalent, if applicable:[[1]](#footnote-1)** |
| **Comments:** |

***Please copy the above table as needed for each course to be transferred.***

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Student Signature Date

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DOGE Signature Date

1. Please supply the basis for your conversion [↑](#footnote-ref-1)