

Transfer Credit Evaluation Policy and Procedures

TRANSFER CREDIT EVALUATION will be done only during the first three weeks of Fall and Spring semesters.

In order to graduate with a Bachelors in Computer Science, at least 15 credits from the list of required courses in the major at 300-level or above must be taken while in residence at ISU.

Students who want transfer credit evaluated should prepare a packet containing the following information and give it to the computer science advisors in Room 213:

- (1) Course number and description
- (2) Institution where it was taken
- (3) Name of textbook used
- (4) Syllabus/topics covered
- (5) List of programming assignments (if applicable)
- (6) Samples of programming work done (if applicable) and exams taken
- (7) Any other relevant information

* All transfer credit evaluations are to be submitted to the advising office and not directly to faculty or instructors.

* Transfer Credit evaluations must be done by the course supervisors and not by the advisors. The advisors' role is to do a preliminary screening to ensure that a student has the prerequisites for a course that is evaluated (see below), to ensure that the student has submitted all the required materials for evaluation, and then to give the evaluation packet to the course supervisor.

* For a course to be evaluated for transfer credit, a student must have cleared all the prerequisites for that course – either by taking the course and passing it with a C- or better, or by testing out of the course, or by transferring credit for that course. It is the advisors' responsibility to ensure that prerequisites are satisfied before giving the evaluation packet to the course supervisor.

* Students who do not satisfy the prerequisites for a course cannot have the course evaluated for transfer credit until all the prerequisites are cleared.

* Once a course is evaluated, students are not expected to re-submit the same course for evaluation in subsequent semesters. However, if a student has taken a different course on the same material, then such a course may be resubmitted for evaluation provided the prerequisite criteria is satisfied (see above) and a new course packet is submitted for evaluation.

* Special cases are decided by the department's Undergraduate Committee.