

Transfer Course Evaluation Policy and Procedures

In order to graduate with a Bachelors in Computer Science, at least 15 credits from the list of required courses in the Computer Science major at 3000-level or above must be taken while in residence at ISU.

The last 32 credits must be taken at Iowa State University.

In order to substitute Computer Science transfer course(s) for Iowa State Computer Science course(s), you will need to have each transfer course reviewed by an Iowa State Computer Science faculty at Iowa State.

In addition to the course syllabus, the Iowa State faculty member will need the following course materials for the review:

- Tests
- Quizzes
- Programs
- Homework
- Course Notes

You will need to scan the above and email the course materials to a Computer Science Academic Adviser. You will want to provide as much course material as you can in order for the Computer Science faculty member to make a well-informed decision regarding course substitution. The materials will need to be translated into English. The review process may take two to three months.

You will also need to go to the Iowa State Computer Science course catalog information at the following link:

<http://catalog.iastate.edu/collegeofliberalartsandsciences/computerscience/#courseinventory> to determine which courses you have already taken that are similar to required Iowa State Computer Science courses. The courses you determine that are similar can be reviewed for course substitution. **Please be aware that not all Computer Science transfer courses may be approved for substitution.**

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 grade of “C” or better, or by testing out of the course, or by transferring credit for that course. It is the advisers’ 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.