3.3 Transfer course credit

Last name: __________________ First name: _______________ SID: ______________

Email: _____________________________ Phone: _____________________________

Select Your Program: [ ] MSCMPE  [ ] MSSE

(1) Student submits:

☐ A copy of the unofficial student transcript (my.sjsu.edu)
☐ A copy of SJSU admission letter (front & back)
☐ A copy of the course description & syllabus (for the course you intend to transfer)
☐ A copy of the transcript for the course you intend to transfer
☐ A SJSU Request for Validation of Transfer Credit (http://tinyurl.com/zj5rgxm)- GAPE forms
☐ A copy of Program of Study (cmpe.sjsu.edu > Students > Student Forms)
  (must be completely typewritten with courses to be taken)
  (if applicable, attach a weekly calendar of class schedule from MySJSU or passing challenge exam letter as proof of your passed conditions)

(2) CMPE Department office

Tracking Number: ____________ Time Stamp: _____________________________

☐ Ask the student to make an appointment with Program Director

(3) Program Director

Decision: ___________________________ Initial: _____ Date: _____

(4) Student

☐ Picks up the package Time Stamp: _____________________________