

The OMS CS Transfer Credit Evaluation form is intended for **enrolled** OMS CS students who wish to submit a request to transfer graduate-level work toward their OMS CS degree. Georgia Tech's transfer credit policy is that it **may** be possible to transfer up to **six hours** of **graduate-level** courses taken at a regionally-accredited institution that did not count toward another degree. This is an Institute requirement based on a graduate program that requires 30 credit hours for your degree.

Additionally, the College of Computing requires that these courses were taken **prior** to matriculating at Georgia Tech. Once you begin courses in the OMS CS program, you may **NOT** take courses at other institutions and transfer them back to Georgia Tech.

For further information regarding the Institute's transfer credit policies, please visit <http://catalog.gatech.edu/admissions/grad/transfer-credit/> and <http://registrar.gatech.edu/students/transfercredit.php>.

Potential transfer credit may be considered as any of the following four categories:

1. Georgia Tech coursework taken as a Graduate Non-Degree student
2. Georgia Tech coursework taken as an off-campus Graduate student
3. Georgia Tech coursework taken while enrolled in a previous Georgia Tech graduate degree program
4. Graduate-level coursework taken at another regionally-accredited institution

REQUIREMENTS/ELIGIBILITY:

To qualify, work from any of the above four categories must meet the requirements below. Before submitting your request to your advisor, please check to ensure you meet **ALL** of the following requirements:

- You are a matriculated OMS CS student.
- The credits were **not** earned *after* matriculating into the OMSCS program.
- The credits were **not** used to meet previous degree requirements.*
If the credit was earned at the same institution in which you earned a degree, you **must provide a letter from an advisor stating that the units were not used toward the degree you earned.*
- The credits are at the graduate level.
- A grade of "B" or better was earned in the course.
- The course syllabus is available and accurate for the semester/quarter in which the course was taken.
- The final official transcript where the credit was earned is on file with Graduate Studies.
- The credits were earned within the last six years.*
**If they were earned more than six years ago, the Graduate Curriculum Committee (GCC) and the Institute will need to approve your request, in addition to the Faculty Area Coordinator (FAC).*
- The credits were earned at a regionally-accredited institution.
- The credits are **not** Continuing Education credits (CEUs).
- The credits were **not** earned at an international institution (with the exception of some Canadian schools).
- The credits were **not** earned as part of a professional certificate program.

If you meet all of the above requirements, please proceed to page 2 for instructions on the transfer credit request process.

INSTRUCTIONS:

1. Complete the Transfer Credit Evaluation form (use ONE form per course).
2. Acquire all supplemental documents, including the course syllabus and course description.
3. For coursework from other colleges or universities, final official transcripts must be provided. ***You already should have had official transcripts for the potential transfer credits sent as part of the application process for the OMS CS program, so there is no need to send them again unless we specifically request this from you.***
 - It is not necessary for you to obtain transcripts for graduate work previously completed at Georgia Tech.
4. Please submit the Transfer Credit Evaluation form(s) and supporting documents via email to your advisor:
 - If your last name begins with A-Bd, please email Reina Grundhoefer at reina.grundhoefer@cc.gatech.edu.
 - If your last name begins with Be-De, please email Tori Misudek at victoria.misudek@cc.gatech.edu.
 - If your last name begins with Df-He, please email Jennifer Jackson at jennifer.jackson@cc.gatech.edu.
 - If your last name begins with Hf-Ld, please email Jessica Celestine at jcelesti@cc.gatech.edu.
 - If your last name begins with Le-M, please email Adriana Gerena at adriana.gerena@cc.gatech.edu.
 - If your last name begins with N-R, please email Priyal Shah at priyal.shah@cc.gatech.edu.
 - If your last name begins with S-Tr, please email Catie Holt at catelyn.holt@cc.gatech.edu.
 - If your last name begins with Ts-Z, please email Jason Dorick at jason.dorick@cc.gatech.edu.
5. OMS CS advisors will evaluate the requested work and send a copy of the Transfer Credit Evaluation form and all supporting documents to the appropriate Faculty Area Coordinator (FAC) for review and approval.
6. If the FAC approves the evaluated work, the OMS CS advisors will submit the appropriate form to the Registrar's Office so that the credit can be posted to your record/transcript. The OMS CS advisor will send you confirmation once this form is submitted, but it is your responsibility to confirm that the credits are posted.
7. If your course was taken more than six years ago, you will be required to submit a Petition to the Faculty after receiving approval from the FAC. The Graduate Curriculum Committee (GCC) will need to review your petition. If the GCC approves, your advisor will send this to the Registrar's Office for final Institute approval and processing.
8. If your course was not taken more than six years ago, but you petition to graduate more than six years after you earned the transfer credit at the other institution, you will be required to submit a Petition to the Faculty that will need Institute approval at the time you are petitioning to graduate from the OMSCS program.

PLEASE NOTE:

- Only Georgia Tech graduate coursework is calculated into your graduate GPA. Please visit <http://www.registrar.gatech.edu/students/transfercredit.php> for more information regarding this.
- Transfer credit requests will not be accepted/evaluated during active registration periods (Phase I & Phase II for all terms) or during the final weeks of each semester when degree certifications must be completed. This can include the week (or so) prior to the registration periods, due to high volumes of emails received by our office.
- Transfer credit requests are processed in the order in which they are received.
- Once the Transfer Credit Evaluation form and supporting documents are submitted to the FAC for review, it can take several weeks (or longer) to receive a decision. This time frame can be extended during the summer term, depending on the availability of the FACs.
- We cannot guarantee the outcome of the transfer credit evaluation process, nor can we guarantee the timeframe for a decision to be made on a request.
- Courses completed at universities on the quarter system are not equivalent to semester hours and therefore are converted at a different rate, if approved as transfer credit.
- If a course is approved as an equivalent to one of the OMS CS foundational courses, this cannot be used to satisfy the foundational requirement. The reason for this is that the foundational courses must be fulfilled by completing the courses at Georgia Tech. Therefore, you still will need to successfully complete two foundational courses within the one year timeframe of your matriculation term.
- If your transfer credit is not equivalent to a computer science course, you will be required to contact the appropriate Georgia Tech school/department in order to request a transfer credit evaluation. Please contact your advisor for additional information regarding this process.
- A maximum of six hours may be taken at the 4000-level and/or with a subject code other than CS or CSE. Please visit <http://www.cc.gatech.edu/future/masters/mscs> for more information regarding this policy.