

REQUEST TO TAKE COURSES AT OTHER INSTITUTIONS

College of General Studies (CGS) students may get credit for courses taken elsewhere in the summer if the student:

- is in good academic standing (cumulative GPA at least 2.0)
- obtains written approval from the College of General Studies Advising Office prior to enrolling

The courses:

- must be from an accredited institution.
- cannot be repeats of any courses taken at Pitt
- must be completed with grades of C or better – courses will be transferred in as “T” grades (these grades will not affect the Pitt GPA)

There are two limits:

- **Students who have or will have earned 60 or more credits by the end of the spring term may not take courses at two-year institutions (i.e. community colleges).**
- **Students who will have earned 90 or more credits by the end of the spring term may not take courses at any other four-year institutions.**

Complete the following information and return this form to your academic advisor with a COURSE DESCRIPTION ATTACHED FOR EACH COURSE you are interested in taking. You will be notified by your Pitt email following our review.

Your Name: _____ PeopleSoft ID Number: _____

Pitt email: _____ Phone/mobile number: (____) _____

Are there any additional transfer credits from other courses that you have taken previously (through study abroad, classes taken at other institutions, AP courses, etc.) that have not yet been posted to your student record? **Yes** **No**

If so, how many additional credits are you seeking to transfer in? _____

Student Signature: _____ Today's Date: _____

Advisor's Signature: _____

Name of Summer College or University: _____

Reason for taking the non-Pitt course (please check all that apply):

- I won't be in Pittsburgh this summer:
- The course(s) is/are not offered at Pitt:
- Pitt doesn't offer the course(s) that I want online:
- Other (please indicate): _____

The official summer course descriptions are required before approval can be granted.
(PLEASE LIST THE COURSE(S) ON PAGE 2 OF THIS FORM)

Course(s): **Course Number and Title**
(ex. PSY 0010 - Intro to Psychology 3 credits)

Number of Credits

I understand that I must provide my advisor with an OFFICIAL transcript upon completion of the course(s) if I am seeking to earn transfer credit.