



Pratt School of Engineering Credit Transfer Request (MEMP and MEng)

Use this form to request courses taken at Duke University while enrolled in another program be applied to a Master of Engineering or Master of Engineering Management degree. Please note: transferred courses cannot be used for another Duke degree, generally should be graduate level (“500” or above), and student must have received a “B” or better in the course.

Name (print): _____ Date _____ Duke Student ID _____

Degree and Major (if applicable) where credits were earned _____

Degree and Major where credits are to be applied _____

In the space below, please list courses previously taken at Duke that you request to be transferred to your MEng or MEM degree. Generally, no more than 4 courses may be transferred and other restrictions may apply depending on your prior academic program and your new academic program.

Term	Subject	Number	Title (Include topic if appropriate)	Grade	Credits to Transfer

I hereby certify that the credits listed above will not be used for any other Duke degree. I understand that if I am participating in the MEng or MEM 4+1 program, I will submit this form after completion of my undergraduate degree, as the transfer of credit will not occur until after the undergraduate degree is earned and verification of course requirements is completed.

_____ Date _____
Student Signature

Approval Signatures:

Note: If a course list above is not approved while others are approved, strike through course that is not approved and place your initials by the course.

Director or Dean of Degree where credits were not used. _____ Name	Note: Your signature verifies that the credits listed above were not used to fulfill the degree requirements of your program at Duke. _____ Signature Date
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Director of New Degree/Major _____ Name	Note: Your signature indicates your approval to accept these credits for the student’s MEng or MEM degree. _____ Signature Date
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Please return completed form with appropriate signatures to the Student Records Coordinator Master’s Programs at 3459 Fitzpatrick (CIEMAS) or via email at kelsey.liddle@duke.edu.