

Graduate Transfer of Credit Petition



Name: _____

Date: _____

Program/department: _____

Penn ID #: _____

Attached with this petition must be a **final** transcript from the institution where credit was earned. A maximum of two courses may be transferred to a Master's program or a maximum of nine to the PhD program if approved. Credit will only be awarded for courses earning a grade of 'B' or higher. Full policy: <https://grad.seas.upenn.edu/student-handbook/academic-options/>.


Transfer requests have two paths: **transfer for equivalency** or **transfer by title**.

- A student requesting to **transfer by equivalency** has taken a course at a previous institution that is equivalent to a course at Penn. The student must know the Penn course number that matches their previous institution's course. The student *must* obtain the instructor's signature on this form.
- **Transferring by title** is for courses being transferred in from a previous institution by their title, coming into Penn as a "Free Elective" for that program as there is no equivalent course at Penn matching the course from the previous institution.

TRANSFER OF CREDIT TO: Master's program PhD program

FROM WHICH UNIVERSITY: _____

Please list courses requesting to be transferred:

	Course number	Penn equivalent course number	OR	Free elective	Penn Instructor Signature
Examples:	<u>MECH555</u> <u>MECH551</u>	<u>MEAM 562</u>		<u>X</u>	<u></u>
1)	_____	_____		_____	_____
2)	_____	_____		_____	_____
3)	_____	_____		_____	_____
4)	_____	_____		_____	_____
5)	_____	_____		_____	_____
6)	_____	_____		_____	_____
7)	_____	_____		_____	_____
8)	_____	_____		_____	_____
9)	_____	_____		_____	_____

Faculty Advisor Approval Date

Grad Group Chair/Program Dir. Date

Approved

Disapproved

Graduate Dean Date

Please return completed form with transcript to 109 Towne Building, RAS Office.