Graduate Transfer of Credit

Name: _____   Date: _____

Program (example: DATS or Data Science): _____   Penn ID #: _____

TRANSFER OF CREDIT TO: Master's program   PhD program

When submitting this form, student must attach a transcript from the institution where credit was earned. All transcripts must be issued in English or include a certified translation. 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 and list the Penn course number below 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.

FROM WHICH UNIVERSITY: _____

Please list courses requesting to be transferred:

Course number	Term and year taken	Penn equivalent course number	OR	Free elective	Penn Instructor Signature (*only* for transfer by equivalency)
Examples: MuL 7955-01 EMp 5510	Spring 2022 Fall 2021	MEAM 5620-001		X	~~signature~~
1.					_____
2.					_____
3.					_____
4.					_____
5.					_____
6.					_____
7.					_____
8.					_____
9.					_____

Faculty Advisor Approval   Date   Grad Group Chair/Program Dir.   Date

Department: Check this box if requesting PhD term counter advancement. Typically 3 CU's transferred equal one term.