Graduate Transfer of Credit

Penn Engineering
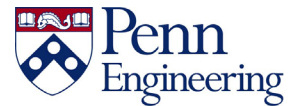
Name: _____   Date: _____

Program (example: DATS or Data Science): _____   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:	MECH555	MEAM 562			*(signature)*
	MECH551			X	
1)					
2)					
3)					
4)					
5)					
6)					
7)					
8)					
9)					

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

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

☐ Approved   ☐ Denied   _____
                                        Graduate Dean   Date

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