

APPLICATION FOR CREDIT FOR COURSEWORK TAKEN AT ANOTHER UNIVERSITY

SCHOOL OF ENGINEERING AND APPLIED SCIENCE UNIVERSITY OF PENNSYLVANIA

Any course taken at another institution for transfer credit must be an approved course for major in a baccalaureate program in that area at that institution. Exceptions to this rule must be approved via a Petition for Action. The course involved should be chosen only after careful consideration with your academic adviser. Credit will not be granted for courses which duplicate course work already completed. A course description from an up-to-date catalog must accompany this application. You must take this form to the Undergraduate Chairman or other designee of the appropriate department from which you wish to seek transfer credit. If approved, you are responsible for arranging for an official transcript of the completed work to be sent to:

Office of Academic Programs
School of Engineering and Applied Science
University of Pennsylvania
220 S. 33rd St, 111 Towne
Philadelphia, PA 19104-6391

At least a "C" average is necessary for credit to be transferred to Pennsylvania except in the following cases:

Mathematics: A grade of "C" or higher **plus** satisfactory completion of Penn's examination.
Physics: See Professor Eugene Mele, Undergraduate Chair of Physics (2N17B DRL)
Chemistry: See Professor Donald Berry, Chemistry Department (553 Chemistry)

TO BE COMPLETED BY THE ENGINEERING STUDENT:

Student's Name: _____ SID Number: _____

Campus Address: _____ Email: _____

Institution at which course will be taken: _____

Dept and Course Number: _____ Page in Catalog: _____ Title: _____

Classes begin: _____ (Month) _____ (Year) and end: _____ (Month) _____ (Year) Class hours per week: _____

Student's Signature: _____ Date: _____

TO BE COMPLETED BY DEPARTMENT REVIEWING REQUEST

[] This course is equivalent in quantity and quality to: _____ dept _____ course num, for _____ CU offered by my department.

[] This course is equivalent in quantity and quality to a Penn course in my department, but only as a FREE CREDIT, for _____ CU.

[] This course is not equivalent to a Penn course in my department. I cannot approve this request.

Signature of Undergraduate Department Chairperson or designee reviewing this request Date: _____

RETURN THIS FORM TO: PENN ENGINEERING OFFICE OF ACADEMIC PROGRAMS, 111 TOWNE/6391