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: _______________________ and end:  _________________________ Class hours per week: __________
(Month)                      (Year)                  (Month)                              Year)

Student’s Signature: ______________________________________________________ Date: ___________________________________________

TO BE COMPLETED BY DEPARTMENT REVIEWING REQUEST

[ ] This course is equivalent in quantity and quality to: ____________________________ , 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.

________________________________________________________________________ Date: ___________________________________________

Signature of Undergraduate Department Chairperson or designee reviewing this request

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

Updated September 2005