GRADUATE SCHOOL OF EDUCATION
UNIVERSITY OF PENNSYLVANIA

REQUEST FOR APPROVAL OF TRANSFER OF CREDIT

Name: _____ Penn ID#: _____ Date: _____

Courses Taken: _____ less than 10 years before admission to a degree program at the Graduate School of Education

_____ ten or more years before admission to a degree program at the Graduate School of Education

Ed.D. and PhD. candidates are permitted to transfer up to eight course units of graduate study. Masters students are normally NOT permitted to transfer courses into their programs. One course unit equals 3 semester hours. Note that **only grades of "B" or better are acceptable - no grades of Pass or Satisfactory** may be transferred.

You must attach a copy of the relevant transcript(s). If you are requesting permission to transfer courses taken ten or more years prior to admission to an Ed. D. or Ph.D. program, you must also append a letter directed to the Division Chair and faculty advisor indicating what relevant academic activity you have engaged in since taking these courses.

Course Department and Number	Course Subject (in 11 characters or less)	Institution	Term and Year Completed
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____

_____ _____
Signature of Student Date

Advisor's Action: Approve _____ Disapprove_____

_____ _____
Signature of Advisor Date

Division Chair's Action: Approve _____ Disapprove_____

_____ _____
Signature of Division Chair Date

Return completed form to Student Records Office with required attachments.
3700 Walnut Street, Philadelphia PA 19104-6216