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.

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<th>Course Department and Number</th>
<th>Course Subject (in 11 characters or less)</th>
<th>Institution</th>
<th>Term and Year Completed</th>
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____________________________________________________  ___________________________
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