



## REQUEST FOR APPROVAL OF TRANSFER OF CREDIT

Name: \_\_\_\_\_ Penn ID#: \_\_\_\_\_  
 Program: \_\_\_\_\_  
 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

**Please note:** Ed.D. and Ph.D. 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 4 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

\_\_\_\_\_  
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:** Penn GSE Student Records Office, 3700 Walnut Street, 2nd Floor, Philadelphia, PA 19104 or [gse-sro@gse.upenn.edu](mailto:gse-sro@gse.upenn.edu)