

*University of Pennsylvania*  
*Graduate Division of Arts and Sciences*

**TRANSFER OF CREDIT**

**Instructions:** Complete and return two (2) copies of this form, signed by the Graduate Group Chair, along with an official transcript (or a screen print of a Penn transcript) to the Graduate Division Office, 3440 Market Street, Suite 370/3325, for approval by the Assistant Dean. One copy of the form will be return to you.

**To the Ph.D. Degree**

Courses may be transferred from outside the University after the first year of study; at least twelve course units must be completed at Penn. (Courses taken in the University's medical schools may be transferred towards the doctorate subject to the limits listed in the *Graduate Catalog/Rules and Regulations*.)

**To the Master's Degree**

Courses may be transferred from outside the University once the eight course units have been completed here. Courses taken in other schools of the University may be transferred to the Master's degree subject to the limits listed in the *Graduate Catalog/Rules and Regulations*. (Please list courses being transferred below.)

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Student's Name: \_\_\_\_\_ SS#: \_\_\_\_\_

Graduate Group: \_\_\_\_\_ Date: \_\_\_\_\_

I recommend that \_\_\_\_\_ course unit(s) be transferred from \_\_\_\_\_  
name of school

toward the  Ph.D.  A.M./M.S. degree based on courses listed on the attached official transcript.

I am  willing  unwilling to validate the Master's degree.

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Course to be transferred to the A.M. or M.S. degree should also be listed below:

<u>Course Number</u>	<u>Term Taken</u>	<u>Course Number</u>	<u>Term Taken</u>
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Signature of Graduate Group Chair: \_\_\_\_\_

Approved  Disapprove: \_\_\_\_\_  
Associate Dean Date