

**REQUEST FOR APPROVAL OF TRANSFER OF CREDIT**

*Return completed form to Wharton Doctoral Office with required attachments.*

Name: Penn ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Courses Taken: \_\_\_\_\_\_\_\_\_ less than 10 years before admission to a degree program at the Wharton School

\_\_\_\_\_\_\_\_\_ ten or more years before admission to a degree program at the Wharton School

PhD. candidates are permitted to transfer up to eight course units of graduate study. 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. No work done as an undergraduate (including graduate level courses), whether at this institution or at any other, will be counted toward a Ph.D., A.M., or M.S., with the following exception: graduate courses completed by undergraduates as submatriculants in a graduate group may be counted toward graduate degree requirements. If approved, transfer credits will be posted after you have passed your qualifications exam.

**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 the Ph.D. program, you must also append a letter directed to the faculty Ph.D. Coordinator indicating what relevant academic activity you have engaged in since taking these courses

Course Department Course Subject Institution Term and Year   
& Number Completed

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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Total Number of Penn equivalent CUs requested for transfer: \_\_\_\_\_\_\_\_

*Signature of Student* Date

Ph.D. Coordinator’s Action: Approve Disapprove

*Name and Signature of Department Ph.D. Coordinator* Date

Vice Dean’s Action: Approve Disapprove

*Signature of Vice Dean* Date