



COMMONWEALTH UNIVERSITY OF PENNSYLVANIA

School of Graduate Studies
Request for Transfer of Graduate Courses

A Commonwealth University graduate student wishing to transfer graduate courses from another accredited College/University must complete this form, obtain the advisor's and program coordinator's signature, and return the completed form to the Graduate Office. A maximum of 9 semester hours may be transferred. A copy of the course description from the university catalog at which the course was taken MUST be attached. An official transcript must be forwarded to the School of Graduate Studies upon completion. Transfer credits must have been earned with a grade of at least B, must be capable of counting toward a graduate degree at the sponsoring institution, be appropriate to the CU program, and be completed no more than six years from the expected date of graduation. Pass/fail grades are not accepted. Workshop courses are not transferable to a graduate degree program at CU. For more information, please refer to PRP 3463: Graduate Admissions, Withdrawal, Course Repeat, Transfers, and Graduation Requirements.

Student Name \_\_\_\_\_ Student ID # \_\_\_\_\_

Degree/Certification Program: \_\_\_\_\_

When was/will course be taken \_\_\_\_\_ CU Email: \_\_\_\_\_

# of graduate credits previously transferred \_\_\_\_\_ (no more than nine credits are allowed in transfer from another institution)

Table with 4 columns: Name of College/University from which course(s) is to be transferred (please request official transcript), Transfer Course # and Name, Credits, Dates course was/will be taken. Rows 1, 2, 3.

(Advisor use only)

Table with 3 columns: Transfer Course # and Name, Equivalent CU Course or other acceptable elective, Credits. Rows 1, 2, 3.

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

1. \_\_\_ Approved \_\_\_ Not Approved Exceptions and/or reasons: Advisor \_\_\_\_\_ (Print) \_\_\_\_\_ (Sign) Date \_\_\_\_\_

2. \_\_\_ Approved \_\_\_ Not Approved Exceptions and/or reasons: Prog. Coordinator \_\_\_\_\_ (Print) \_\_\_\_\_ (Sign) Date \_\_\_\_\_

3. \_\_\_ Approved \_\_\_ Not Approved Exceptions and/or reasons: Graduate Dean \_\_\_\_\_ (Print) \_\_\_\_\_ (Sign) Date \_\_\_\_\_

4. \_\_\_ Pre Approved Pending "B" or Better