Transfer of Graduate Courses from Penn State Undergraduate Transcript to Penn State Graduate Degree Program

# When to use this form:

In certain cases, students may apply credits they earned in 400-, 500-, and 800-series courses while undergraduates at Penn State toward a graduate degree at Penn State.

## Alternate form:

The Graduate School offers all of its forms in an accessible Microsoft Word document format. This accessible version of the Transfer of Graduate Courses from Penn State Undergraduate Transcript to Penn State Graduate Degree Program Form was created to be used with screen reader technology. **If you do not require the use of screen reader technology, it is recommended you use the original PDF version of this form available at** <http://www.gradschool.psu.edu/forms>.

## Important notes:

After you have been admitted to the Graduate School, and with the approval of the graduate program head, a maximum of 15 credits (400-, 500-, and/or 800-level) relevant to the graduate program of study that were not used to satisfy undergraduate requirements may be applied toward a graduate degree.

Time limitations on the completion of the respective graduate degree program apply to these as well as to other credits.

## Personal information:

Please indicate your name formatted as last, first, middle:

Please indicate your 9-digit Penn State ID number:

## Academic information:

What is your present graduate degree?

What is your present graduate major?

What is your present graduate minor (if applicable)?

## Course information:

(List by course abbreviation and number, please.)

The following courses were taken\* above and beyond the requirements for the earned Penn State baccalaureate degree:

What is the first course you wish to have transferred?

How many credits for this first course?

In which semester/session and year was this first course taken?

What is the grade you earned for this first course?

What is the second course you wish to have transferred?

How many credits for this second course?

In which semester/session and year was this second course taken?

What is the grade you earned for this second course?

What is the third course you wish to have transferred?

How many credits for this third course?

In which semester/session and year was this third course taken?

What is the grade you earned for this third course?

What is the fourth course you wish to have transferred?

How many credits for this fourth course?

In which semester/session and year was this fourth course taken?

What is the grade you earned for this fourth course?

What is the fifth course you wish to have transferred?

How many credits for this fifth course?

In which semester/session and year was this fifth course taken?

What is the grade you earned for this fifth course?

## Signatures and dates:

The following individuals should sign, print, and date here:

Graduate Program Head or Graduate Officer Signature:

Graduate Program Head or Graduate Officer Printed Name:

Graduate Program Head or Graduate Officer Date Signed:

\*Associate Dean in UNDERGRADUATE College Signature:

\*Associate Dean in UNDERGRADUATE College Printed Name:

\*Associate Dean in UNDERGRADUATE College Date Signed:

Graduate Enrollment Services Approval Signature:

Graduate Enrollment Services Printed Name:

Graduate Enrollment Services Date Signed:

## Where to return this form:

Office of Graduate Enrollment Services  
The Pennsylvania State University  
114 Kern Graduate Building  
University Park, PA 16802-3396.

Phone – 814-865-1795; Fax – 814-863-4627

You may also email this form to [gswww@psu.edu](mailto:gswww@psu.edu).

## CC:

Once this form is complete and both signatures are obtained, copies will be sent to:

Registrar’s Office

Graduate Program