

TRANSFER CREDIT EVALUATION FORM

Students must complete course evaluations BEFORE they take courses at another institution.

Who should use this form?

Please use this form if you are a Wharton student seeking credit for any **NURSING** or **ENGINEERING** coursework done at another institution.

If you are seeking approval for courses in **BUSINESS**, please see an advisor in G-95. In general, business courses can only be taken at Wharton, or at a Wharton-approved study abroad location.

If you are seeking approval for coursework in any field other than **NURSING**, **ENGINEERING**, or **BUSINESS**, please use the XCAT Course Evaluation Form.

What do I need to know about transfer credit?

Students must complete their Transfer Credit Evaluation BEFORE they take courses at another institution.

Students who enter the University as freshmen may take a total of 4 summer courses at another institution. 4 courses is a total, not a per summer allowance.

Students who externally transfer to Wharton from outside of Penn may not transfer credit for classes taken at other institutions after they have matriculated UNLESS the credit is completed at a Penn-sponsored study abroad program.

In order to receive credit for coursework done at another institution, students must receive a "C" or better in the course(s). Courses taken at other institutions will not be calculated into a student's GPA except if the credit is completed on a Penn-sponsored study abroad program.

No transfer credits are accepted from any community college or two-year institutions.

Dual degree students should file the departmental course evaluation form with their home school, and should consult with both schools about the requirements these courses may satisfy.

How do I get my transfer credit approved?

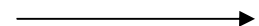
First, fill out the required student information on the other side of this form.

Then, submit this form to the appropriate academic department at the University of Pennsylvania for approval. Return the form to G-95 after it has been signed by the department chair or authorized representative.

Finally, submit one official transcript from the institution at which you completed your coursework. This transcript can be dropped off at G-95, or mailed in to:

Undergraduate Division
The Wharton School at the University of Pennsylvania
G95 Jon M. Huntsman Hall
3730 Walnut St.
Philadelphia, PA 19104-6340

When your credit is posted, you will receive an email confirmation. If you have any questions, please contact Megan Zahler at mzahler@wharton.upenn.edu



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Student Information

Name: _____
(Last Name) (First Name)

Dual/ Joint Degree Program Name (if applicable): _____

Penn ID: _____ Email: _____

Current Date: _____ Expected Grad. Date: _____

Class Information

Institution Where Classes will be Taken: _____

Course Number & Title: _____

Departmental Evaluation

This course is an acceptable substitute for _____ and is worth _____ c.u.

Department: _____

Signature: _____

This course is an acceptable for free credit in this department. Assign credit for _____ c.u.

Department: _____

Signature: _____

This course is not acceptable for department credit.

Department: _____

Signature: _____