



**TRANSFER COURSE EVALUATION FORM**

Student's Name \_\_\_\_\_  
Last First Middle

PSU ID# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Address \_\_\_\_\_  
Number Street Box/Apt Number

Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_ City State Zip Code

E-mail: \_\_\_\_\_

PSU College/Major: \_\_\_\_\_

Current PSU Campus \_\_\_\_\_

<b>INSTITUTION TO BE ATTENDED:</b> _____
<b>DATE(S) ATTENDED</b> _____

COURSE(S) TO BE SCHEDULED (To be completed by student)				PSU TRANSFER DESIGNATION (To be completed by PSU staff)			CWIPSE CODE: _____
Ref. #	Course/ Dept.	Course Number	Credits/ Unit	Course/ Dept.	Course # or GEN *	Course/Title	Semester Credits
1							
2							
3							
4							
5							

After reviewing the proposed course(s) above, the appropriate PSU transfer designations have been approved.

Dean's and/or Admissions Counselor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I understand that the above scheduled course(s) will be added to my Penn State transcript if the conditions listed on the back of this form are met.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SEE OTHER SIDE FOR IMPORTANT INFORMATION**

**TO BE COMPLETED BY DEAN/ACADEMIC DEPARTMENT REPRESENTATIVE ONLY IF THE PSU TRANSFER DESIGNATION ABOVE IS "GENERAL" (GEN\*)**

**PLEASE COMPLETE TO DOCUMENT USE OF CREDITS**

The approved course(s) above will fulfill the PSU degree requirements as noted at right.

Please enter the correct reference number (Ref. #) from above when determining applicability.

Dean's and/or Department Representative's Signature: \_\_\_\_\_

APPLICABILITY TO PSU PROGRAM		
Ref. #	Requirement/Course Title	Sem Credits

I understand that the course(s) I plan to take at another institution will be added to my Penn State transcript if the following conditions are met:

1. My academic adviser approves my plans for taking the course(s).
2. If a course transfers as general (GEN) credits, the dean or academic department representative, as appropriate, determines whether and how the credits will apply toward meeting undergraduate requirements.
3. Only courses in which a grade of "C" (2.0) or higher is earned will be considered for transfer.
4. Courses transferred do not affect the Penn State average and grades received for these courses do not appear on the Penn State transcript.
5. An official transcript must be received by the Undergraduate Admissions Office, 201 Shields Building, Box 3000, The Pennsylvania State University, University Park, PA 16804-3000 when the course work is completed. I will be billed an evaluation/recording fee when the transcript is received.
6. I am not breaking the residence requirements for a degree. (See [Academic Policies and Procedures](http://www.psu.edu/ufs/policies/), policy 83-80, [www.psu.edu/ufs/policies/](http://www.psu.edu/ufs/policies/) for more information.)
7. Quarter hours are multiplied by 2/3 to determine semester hours of credit.
8. I must be a degree candidate in order to have appropriate course work added to my Penn State record.
9. This evaluation is valid for a period of one year.
10. Course work must be completed at a regionally accredited institution.

You may consider scheduling the course(s) you need at a Penn State location near your home or through Distance Education/World Campus.

**NOTICE: The University may make changes in its policies, procedures, and educational offerings at any time.**

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