



### Transfer Course Pre-Approval Form for Domestic Institutions

For pre-approval of a course at another institution, faculty within the corresponding academic department at Penn State must assess the course content. **An official course syllabus is required and must be submitted with this request.** (Course information from catalogs and websites is not sufficient for this review.)

**A form needs to be completed for each course being pre-approved.**

#### Step 1: To be completed by Student

<b>Transfer Course Request</b>							
Institution: _____	To be completed by Undergraduate Admissions  Organization ID: _____						
Date(s) Attending: _____							
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Course/Dept.</th> <th style="width: 33%;">Course Number</th> <th style="width: 33%;">Credit/Units*</th> </tr> </thead> <tbody> <tr> <td style="height: 30px;"> </td> <td> </td> <td> </td> </tr> </tbody> </table>		Course/Dept.	Course Number	Credit/Units*			
Course/Dept.	Course Number	Credit/Units*					
Student's Name: _____ PSU ID# _____ <div style="display: flex; justify-content: space-around; width: 100%;"> <span>Last</span> <span>First</span> <span>Middle</span> </div>							
PSU Email: _____ Current PSU Campus: _____							
PSU College/Major: _____							

#### Step 2: To be completed by Faculty

<b>Transfer Course Evaluation</b>	
After reviewing the proposed course, the appropriate PSU transfer designation has been approved as follows:	
<input type="checkbox"/> Direct Equivalent _____ <div style="display: flex; justify-content: space-around; width: 100%;"> <span>Course Subject</span> <span>Course Number</span> </div>	<input type="checkbox"/> General Education and Level _____
<input type="checkbox"/> General Education _____ <div style="text-align: center; font-size: small;">Ex.: GH, GQ, GA, etc.</div>	<input type="checkbox"/> General _____ <div style="text-align: right; font-size: small;">Subject</div>
<input type="checkbox"/> Non-Transferable Reason: _____ _____ _____	
Evaluator Name: _____ Title: _____	
Signature: _____ Date: _____	

#### Step 3: To be completed by Student

Return completed form with faculty evaluation to: Undergraduate Admissions The Pennsylvania State University 201 Shields Building University Park, 16802-1294
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\* Courses at Penn State carry semester hours of credit. Courses evaluated for transfer from colleges and universities with different credit systems (quarter hours, units) are converted to semester hours.

Please note that if the transfer college/university is not on a semester system, the Penn State credit values will be adjusted when the credits are added to the student's Penn State record. Quarter hours are multiplied by ¾ to determine semester hours of credit.

**SEE OTHER SIDE FOR IMPORTANT INFORMATION**

Undergraduate Admissions recommends that a student discuss all potential transfer coursework with their academic adviser prior to enrolling in a class at another institution to determine how that class will fit into their Penn State degree plan.

**Coursework from another institution will be added to a student's Penn State transcript if the following conditions are met:**

- Only courses in which a grade of "C" (2.0) or higher is earned will be considered for transfer.
- An official transcript must be received by Undergraduate Admissions, The Pennsylvania State University, 201 Shields Building, University Park, PA 16802-1294 when the coursework is completed.
- The student must be a degree candidate in order to have appropriate coursework added to their Penn State record.
- Coursework must be completed at a regionally accredited institution.

**Additional Information:**

- 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.
- Only credits transfer to Penn State. The grade earned for a transfer course will not appear on a student's Penn State transcript nor be calculated into a student's Penn State grade point average.
- **A \$25 transcript processing fee will be assessed on your next Student Account Statement** issued by the Office of the Bursar. Student Account Statements are generated on the first of every month. If you have questions about paying your statement, please visit [bursar.psu.edu](http://bursar.psu.edu).

**You may consider scheduling the course(s) you need at a Penn State location near your home or take online courses offered by a Penn State academic college or through Penn State's World Campus.**

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

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