

**INSTRUCTIONS FOR
STUDENT REQUEST TO ENROLL IN COURSES
AT ANOTHER INSTITUTION FOR TRANSFER CREDIT**

1. Neatly print all information requested.
2. Submit four (4) copies of the completed form.
3. Attach to this form, the course description (college catalog description) from the school where you will be taking the course. (Exception: University of Delaware and Delaware Technical & Community College)
4. If the course is not in your major department take the form to the appropriate Department Chair for approval and signature (i.e., if the course is English Comp. II, then the course has to be approved by the English Department Chair).
5. Total credit hours in which you intend to enroll in during the semester you are requesting. Include courses at Delaware State University and any other institution.
6. Be sure to indicate if you are in your last thirty (30) hours at DSU.
7. If you are in your last thirty (30) hours, indicate how many hours you have taken at any other institution during those last 30 hours. NOTE: Only 6-8 credit hours may be taken at another institution during the last 30 hours.
8. Please check over the form to make sure all items are properly filled out.
9. After you have completed the form, obtain the Chairperson's Signature and the signature of the Dean, if applicable.

NOTE:

Students pursuing courses for transfer credit at institutions on the quarter system will receive quarter hours which are converted to semester hours. The scale is as follows: 1 quarter hour = .7 semester hours; 2 quarter hours = 1.5 hours; 3 quarter hours = 2.2 semester hours; 4 quarter hours = 2.9 semester hours; 5 quarter hours = 3.7 semester hours. This policy will require that you take enough courses on the quarter system to guarantee that you have achieved a minimum of 3.0 semester hours in transfer credit to Delaware State University.

Transfer Credit Policy:

Grades received in courses taken at other institutions are not calculated in the Delaware State University cumulative GPA; only the credits will be transferred.

