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

1. Neatly print all the information requested.

2. Attach to this form, the course description (college catalog description) from the school
   where you will be taking the course. Exception: Courses with established DSU
   equivalencies listed at CollegeTransfer.net.

3. Indicate the name of the institution and the total number of credit hours in which you
   intend to enroll during the requested academic session (semester or summer).

4. If the courses are not in your major department, take the form to the appropriate
   Departments’ Chairs for approvals and signatures (i.e., if the course is English Comp. II,
   then the course has to be approved by the English Department Chair). This signature is
   required in order for the office of the registrar to process the form.

5. 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. The major/program dean’s approval and
   signature are required for the last 30 hours.

6. Please check over the form to make sure all items are properly filled out.

7. After you have completed the form, obtain the Chairperson’s Signature and the signature
   of the Dean, if applicable. The chair will determine whether each course is an
   equivalency, substitution or free elective.

8. a WES evaluation will not be required for international transcripts, if they meet all of the
   following criteria:
   - THEY MUST be translated in English,
   - THEY MUST have an official seal,
   - the requested courses at the foreign institution need to have been properly evaluated and
     vetted by the advisor/chair/Dean ON THE APPROVAL TO TRANSFER CREDIT
     FORM, AND
   - the signed approval to transfer credit Form MUST have been SUBMITTED in advance.

9. The chair of your department or dean will give you a copy and submit the original
   completed form to the Office of the Records & Registration.

Revised 07/13
STUDENT REQUEST TO ENROLL IN COURSES
AT ANOTHER INSTITUTION FOR TRANSFER CREDIT

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. Once the course is completed, please send an official copy of your transcript to:

The Office of the Records & Registration
Delaware State University
1200 N. DuPont Highway
Dover, DE  19901
Phone: 302-857-6375
Fax: 302-857-6379

Date: ___________________ ID#______________________________________________

Name______________________________________________________________

Major Department and Major:___________________________________________

I respectfully request permission to enroll in the course(s) listed below at:

Name of the Other Institution___________________________________________

Total No. of Hours Requested ___________ Session and Year ______________________
(For transfer credit(s) towards degree requirements at DSU)

COURSES REQUESTED

<table>
<thead>
<tr>
<th>OTHER INSTITUTION (Course No. &amp; Credits No.)</th>
<th>D.S.U. COURSE (Course No. &amp; Credits No.)</th>
<th>CHAIR'S SIGNATURE (Subject Area Chair)</th>
<th>Type of Transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>EQ SUB FE</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>EQ SUB FE</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>EQ SUB FE</td>
</tr>
</tbody>
</table>

To Subject Area Chair: Please circle EQ if it is an equivalent course, SUB for a course that can be substituted and FE for a course that can be used as a free elective.

Student’s Signature________________________________ Date______________

Major/Program Chairperson’s Signature __________________________ Date______________

*Last thirty (30) hours (PLEASE CHECK) ___ YES __ NO

*PLEASE NOTE: Students who are in their last (30) hours at Delaware State University may enroll in (6-8) hours of courses at another institution upon approval of the Department Chairperson and the Dean. A minimum grade of “C” or better must be earned. (“C-“ grades are not transferrable).

Signature of Dean of student’s College __________________________________ Date______________