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

Please send an official copy of your transcript once the course is completed to:
The Office of the Registrar
Delaware State University
1200 N. Dupont Highway
Dover, DE  19901
Phone: 302-857-6375
Fax: 302-857-6379

Date: ________________

Student’s Name:

____________________________________________________

Last                                       First                           Middle

D#1_______________

Major Department ________________________________

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

____________________________________________________, during ______________

Name of Institution            Semester

for transfer credit toward degree requirements at Delaware State University.

Total Hours Requested ___________

Reason for Request _________________________________________________________________
_________________________________________________________________________________

COURSES REQUESTED

<table>
<thead>
<tr>
<th>OTHER INSTITUTION</th>
<th>COURSES REQUESTED</th>
<th>D.S.U. EQUIVALENT</th>
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<tr>
<td>Course No.</td>
<td>Title</td>
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Date                  Signature of Student

Date                  Signature of Department Chairperson

*Last thirty (30) hours (PLEASE CHECK) ___ YES ___ NO
If yes, how many hours has the student taken at another institution during the last 30 hours of enrollment: ________.

*PLEASE NOTE: Students who are in their last thirty (30) hours at Delaware State University may enroll in six to eight (6-8) hours of courses at another institution upon approval of the Department Chairperson and the Dean. A grade of “C” or better must be earned.

Signature of Dean ________________________________

Copies to: Department Chairperson, Dean, Record Office, Student

Revised 5/8/07