

Instructions for Approval to 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 Records & Registration to process the form.
5. If you are in your last 30 credit hours, indicate how many hours you have taken at any other institution during those last 30 credit hours. NOTE: Only 6-8 credit hours may be taken at another institution during the last 30 credit hours. The major/ program dean's approval and signature are required for the last 30 credit 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.



Approval to Transfer Credit Form

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.

Date _____ ID# _____

Name _____

Major _____

D.S.U. Email Address _____

Are you a graduating senior? (PLEASE CHECK) YES (If Yes, Dean Signature Required below) NO

PLEASE NOTE: Students who are in their last 30 credit 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 College _____ Date _____

Name of Other Institution _____

Is this a Study Abroad Experience? YES NO If Yes, please secure approval from the Office of Financial Aid and submit a copy of this form to the Office of Records & Registration prior to leaving.)

Financial Aid Officer Signature Required

Total No. of Hours Requested _____ Semester and Year _____/_____
(For transfer credit(s) towards degree requirements at DSU)

COURSE(S) REQUESTED

Course Description is required

| STUDENT COMPLETES | | COMPLETED BY SUBJECT CHAIRPERSON | | |
|---|---|--|---|--|
| OTHER INSTITUTION <small>(Course No., Credits No.)</small> | DSU COURSE <small>(Course No. & Credits No.)</small> | TYPE OF TRANSFER <small>(Subject Area Chair's Decision)</small> | Chair Decision <small>* (Subject Area Chair)* S=Student Only SI= Student & Institution</small> | CHAIR SIGNATURE <small>(Subject Area Chair)</small> |
| Example: ENG 110; 3 credits | ENGL 101; 3 credits | EQ SUB FE | <input type="checkbox"/> S <input type="checkbox"/> SI | <i>John Smith</i> |
| | | EQ SUB FE | <input type="checkbox"/> S <input type="checkbox"/> SI | |
| | | EQ SUB FE | <input type="checkbox"/> S <input type="checkbox"/> SI | |
| | | EQ SUB FE | <input type="checkbox"/> S <input type="checkbox"/> SI | |
| | | EQ SUB FE | <input type="checkbox"/> S <input type="checkbox"/> SI | |

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 Signature _____ Date _____

Major/ Program Chairperson Signature _____ Date _____