

## University of Denver—Undergraduate Transfer Approval Form

To begin the transfer credit approval process, print this form or complete the PDF form, follow the instructions carefully, and submit it to the appropriate department.

Name \_\_\_\_\_ DU ID Number \_\_\_\_\_ Total hours completed to date at DU \_\_\_\_\_ Transfer Institution \_\_\_\_\_

(Note to faculty: If you are unfamiliar with the institution listed, please feel free to contact the Office of the Registrar for transfer acceptance practice)

Transfer Course Number	Transfer Course Title	Transfer Credit Hours**	University of Denver Equivalent		Attribute for Non-Equivalent Courses***	Mark with An X To Not Articulate*	Approval Signature
			Subject Code	Course #			

\* Please indicate whether this course from this institution should not be added to the Transfer and International Education Course Reporting System

\*\*One semester hour equals 1.5 quarter hours

\*\*\* For courses which do not have a DU equivalent but fulfill a Ways of Knowing Area of Inquiry Requirement, please indicate the attribute (e.g., AI-Society, SI-Natural, etc.)

**PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY—ADDITIONAL INSTRUCTIONS ARE ON THE BACK OF THIS FORM**

- 1) Transfer credit is handled as specified by the [University of Denver Undergraduate Transfer Policy](#).
- 2) Transfer courses appearing in the [Transfer and International Education Course Reporting System](#) do not require departmental approval.
- 3) Check the University of Denver Undergraduate Bulletin for the DU graduation residency requirement. Students approaching senior standing should be particularly aware of this regulation.
- 4) No transfer credit is allowed for courses carried concurrently.
- 5) Only courses with grades of “C” or better will be accepted in transfer. Grades of “C-” or lower will not be accepted. Transfer grades will not be included in your DU grade point average.
- 6) You must request the official transcript (those received directly from other institutions and in an official sealed envelope) of your work when completed and ask that it be sent directly from the institution you attend to the Office of the Registrar, University of Denver, 2197 S University Blvd, Denver, CO 80208.
- 7) All departmental approval forms either can be e-mailed or faxed directly to, [registrar@du.edu](mailto:registrar@du.edu) or 303-871-4300. Students may also drop the signed form to the Registrar’s Office University Hall, Room G055. When submitted via e-mail, this form must be submitted by the faculty member to [registrar@du.edu](mailto:registrar@du.edu).

Student’s Signature \_\_\_\_\_ Date \_\_\_\_\_

## Instructions for Completing Transfer Credit Approval Form

### **For Continuing Students:**

1. If going to an international institution or an international program through a US institution, students must contact the Study Abroad Office for policies and procedures at: 303-871-4912 or [duabroad@du.edu](mailto:duabroad@du.edu).
2. Students need advance approval to transfer courses taken at another college or university.
3. Credit will not be awarded more than once for the same course. If the student passed a course at DU, the student will not receive credit for the same course taken elsewhere. However, if a student failed the course and wishes to take the course equivalent at another institution, the student needs pre-approval from the department.
4. If the student is suspended from DU, he/she is not allowed to transfer any course work from another institution.
5. Once the department approves a course to count towards major/minor, the department must indicate the DU equivalent of the course. If no precise equivalent exists, designate the course to transfer as major/minor elective. For example, if the course is transferring towards political science major/minor, please indicate as PLSC 2XXX for upper division or PLSC 1XXX for lower division.
6. Students may be required to submit supporting materials such as: a course description and a syllabus for evaluation prior to approval.
7. Students should note that incomplete forms will not be processed; they will be returned to the student.

### **For Transfer Students:**

1. Academic program departments must review the student's degree program plan and their current APR for transfer credit evaluation to see what transfer credit was awarded and where the transferred course was applied to the student's degree requirements before signing this form.
2. If the department feels the transfer credits represents a substitution for a courses, the department must indicate on the form the DU equivalent of the course name, number and credits. If no precise equivalent exists, designate the course to transfer as major/minor elective. For example, if the course is transferring towards political science major/minor, please indicate as PLSC 2XXX for upper division or PLSC 1XXX for lower division.
3. The transfer work will be considered for credit only if it does not duplicate previous work.
4. Students may not request evaluation of credit for course work that counted toward a high school diploma.