

## University of Denver—Undergraduate Transfer Approval Form

**To begin the transfer credit approval process, complete the PDF form or print out a copy of the transfer approval form, follow the instructions carefully, complete the form, and submit it to the appropriate department.**

Name \_\_\_\_\_ DU ID Number \_\_\_\_\_ Total hours completed to date at DU \_\_\_\_\_ Term and year attending \_\_\_\_\_

Transfer Institution \_\_\_\_\_

	Institution Transfer Course Number	Institution Course Title	DU Equivalent of Transfer Course:		Articulate? *	Approval Signature and Department
			Subject and Course #	Number of Quarter Hours **		
1					(Yes/No)	
2						
3						
4						
5						

\* Please indicate whether this course from this institution should always transfer as equivalent to the DU course specified

\*\*One semester hour equals 1.5 quarter hours

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

- 1) Check the University of Denver bulletin for the DU graduation residency requirement. Students approaching senior standing should be particularly aware of this regulation.
- 2) Students wanting to enroll in courses at another institution while enrolled during the same term at the University of Denver must petition the Academic Exceptions Committee. No transfer credit is allowed for courses carried concurrently without prior permission.
- 3) Any junior/community college credits accepted will be considered as lower division work. Such credits cannot be applied to upper division requirements.
- 4) 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. Transfer credits cannot be used to reduce DU grade point deficiencies.
- 5) 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.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**Office of the Registrar**

University Hall, G33 | 2197 S. University Blvd. | Denver, CO 80208 | 303.871.2284 | Fax 303.871.4300 | [www.du.edu/registrar](http://www.du.edu/registrar)

## Instructions for Completing Transfer Credit Approval Form

### **For Continuing Students:**

1. Student needs approval from the department in advance to transfer any courses taken at another college or university in order to receive transfer credit for course work.
2. Credit cannot 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 wanted to take the same course at a different institution, the student needs to get pre- approval by the department.
3. If the student is suspended from DU, he/she is not allowed to transfer any course work from another institution.
4. 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.
5. Students may be required to submit supporting materials such as: a course description and a syllabus for evaluation prior to approval.
6. Students should note that incomplete forms will not be processed and will be returned.
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. Also, students can drop the signed form to the Registrar's Office University Hall, room GO55. When submitted via e-mail, this form must come from the faculty member to [registrar@du.edu](mailto:registrar@du.edu).

### **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. For students who want to transfer courses from elective to major/minor, he/she must contact the specific departments for approval. Further, students may be required to provide the department with detailed course description, copy of the syllabus including a list of topics covered, and/or portfolio to be considered for evaluation.
3. If the department feels the transfer credits represents a reasonable substitute for a courses towards major/minor, 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.
4. The transfer work will be considered for credit if it does not duplicate previous work. Also, the course has to prove to be substantially similar and comparable to what DU offers.
5. Students may not request evaluation of credit for course work that counted toward a high school diploma.
6. If the department recommends approval of transfer credit, the department forwards the copies of the signed form via e-mail or fax directly to, [registrar@du.edu](mailto:registrar@du.edu) or 303-871-4300. Also, students can drop the signed form to the Registrar's Office University Hall, room GO55.