



Return this form to Office of Graduate Education Mary Reed Building, Room 5 2199 S. University Blvd. Denver, CO 80208 Phone 303-871-2706 | Fax 303-871-4942 gradservices@du.edu

Transfer of Credit Request

Student Name: Department: Name of Transfer Institution: DU ID Number: Student's Matriculation Term: Degree:

Please answer the following questions:

- 1. If the credit to be transferred was earned before the student matriculated at DU, is this request being made within the student's first quarter of his/her DU program?
2. If requesting individual courses for transfer, were the transfer credits earned within a five-year period preceding the transfer?
3. If the credit to be transferred was earned after the student matriculated at DU, did the student submit a request for preliminary approval prior to enrollment in the course(s)?
4. Please complete this form for one of the two options listed below.
Option 1: Check here if you are requesting a posting of a master's degree toward a doctorate.

Total quarter hours to be posted:

Required hours for the doctorate may be reduced by up to 45 quarter hours. The student may not reduce the number of hours required for the DU doctoral degree by more hours than were awarded for the master's degree.

Degree Statement:

Graduate Units requesting a master's degree posting must provide a statement that the student's master's degree is appropriate and adequate background for the doctoral degree being sought.

Option 2: Check here if you are requesting individual classes to be transferred.

Table with 5 columns: Course #, Course Title, Year Earned, SH*, QH* to Transfer

*To convert semester hours (SH) to quarter hours (QH), use the following formula: SH x 1.5 = QH.

Student Request:

I request the transfer of credit indicated above be applied towards my degree at the University of Denver.

Student Signature

Date

Department Approval:

I certify that, to the best of my knowledge, transfer credit requested has been evaluated on the basis of clear evidence from the official transcript, that the coursework was taken at the graduate level with an acceptable grade average of "B" or better, and that the request conforms to all guidelines established in the transfer of credit policy.

Signature of Department Chairperson

Date

Vice Provost

Date