



**REQUEST FOR TRANSFER OF GRADUATE CREDIT**

**INSTRUCTIONS:** Please type all the information and print the form.

Send the original copy with all of the required signatures to the Office of Graduate and Professional Education. (Form revised: Sept. 2015)

**SECTION 1: STUDENT INFORMATION**

STUDENT NAME		STUDENT ID #	STUDENT EMAIL
CURRENT COLLEGE	DEGREE SOUGHT		CURRENT MAJOR
STREET ADDRESS	CITY, STATE, ZIP CODE		TELEPHONE NUMBER

**SECTION 2: COURSES INFORMATION**

COURSES TO BE TRANSFERRED		DATE COMPLETED	CREDIT HOURS	UD EQUIVALENT (Course Number)	GRADUATE OFFICE USE ONLY
SYMBOL AND NUMBER	COURSE TITLE				
					<input type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED
					<input type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED
					<input type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED

NAME OF INSTITUTION ATTENDED  
(Attach Official Transcript if Not UD)

**SECTION 3: SIGNATURES FOR APPROVAL**

_____ ADVISOR SIGNATURE	_____ DATE	<input type="checkbox"/> RECOMMENDED <input type="checkbox"/> NOT RECOMMENDED
_____ DEPARTMENT CHAIR	_____ DATE	<input type="checkbox"/> RECOMMENDED <input type="checkbox"/> NOT RECOMMENDED

**FOR OFFICE USE ONLY**

_____ OFFICE OF GRADUATE AND PROFESSIONAL EDUCATION	<input type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED	_____ DATE
--	--	---------------

**POLICIES FOR TRANSFER OF GRADUATE CREDIT EARNED AS A CONTINUING EDUCATION STUDENT (CEND) AT THE UNIVERSITY OF DELAWARE TO A STUDENT'S GRADUATE RECORD:**

- Maximum of 9 credits earned with CEND classification may be applied to a graduate degree.
- The CEND credits, grades, and quality points become a part of the student's graduate transcript.
- Courses transferred must be at the 600-800 level.
- Grade must be "C" or better to be acceptable for transfer.
- Course completion date must be no older than 5 years.
- The course must fulfill a requirement for the degree.

**POLICIES FOR TRANSFER OF GRADUATE CREDIT EARNED AT ANOTHER UNIVERSITY (Official Transcript Required)**

- Credits used to complete other degrees may not be transferred into a degree at UD.
- Maximum of 9 credits earned at another U.S. institution may be applied to a graduate degree if not used to complete a previous degree.
- Grade must be "B" or better to be acceptable for transfer.
- Course completion date must be no older than 5 years.
- Credits but no grades or quality points will transfer.
- Credits from institutions outside the United States are not transferable to the University of Delaware unless permission to transfer is given by Office of Graduate and Professional Education before the course is completed.