



## 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. 2011)

<b>SECTION 1: Student information</b>						
<b>STUDENT NAME</b>		<b>STUDENT ID #</b>	<b>EMAIL</b>			
<b>COLLEGE</b>		<b>DEGREE SOUGHT</b>		<b>MAJOR</b>		
<b>STUDENT ADDRESS</b>		<b>CITY, STATE, ZIP CODE</b>		<b>TELEPHONE NUMBER</b>		
<b>SECTION 2: Courses information</b>						
COURSES TO BE TRANSFERRED		DATE COMPLETED	CREDIT HOURS	U OF D 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
					<input type="checkbox"/> APPROVED	<input type="checkbox"/> NOT APPROVED
<b>NAME OF INSTITUTION ATTENDED (Attach transcript)</b>						
<b>SECTION 3: Signatures recommending approval</b>						
_____ ADVISOR		_____ DATE	<input type="checkbox"/> RECOMMENDED <input type="checkbox"/> NOT RECOMMENDED			
_____ DEPARTMENT CHAIR		_____ DATE	<input type="checkbox"/> RECOMMENDED <input type="checkbox"/> NOT RECOMMENDED			

**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 University of Delaware.
- 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.

**FOR OFFICE USE ONLY:**

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