

# DEPAUW UNIVERSITY

OFFICE OF THE REGISTRAR  
313 S. LOCUST, GREENCASTLE, IN 46135 PH: 765.658.4141 FAX: 765.658.4139

## Application for Approval of Courses for Transfer

If possible, this form should be submitted to the Registrar's Office by mid-April for courses taken in the summer. See the back of this form for instructions on how to complete.

Name of applicant: \_\_\_\_\_ Class Standing: **FY. SO. JR. SR.** Student UB BOX # \_\_\_\_\_ Student ID# \_\_\_\_\_

Summer address: \_\_\_\_\_  
Street City State Zip code (Area Code) Phone

Name of University: \_\_\_\_\_ Location: \_\_\_\_\_ Dates: \_\_\_\_\_  
Beginning Ending Number of weeks

Will course be taken on-line? \_\_\_\_\_ (only one on-line course permitted)

<b>Student:</b> <i>All of this information is about the course(s) you plan to take during the summer. In addition to listing it below, please attach a course description(s) from the university. This is usually available on the university's web site.</i>					<b>DPU Chair,</b> <i>please complete this side with as much information as possible.</i> <b>Advisor,</b> <i>please check that the courses do not duplicate courses already taken at DPU.</i>						
Department	Course No./ Section	Descriptive Title	Quarter Hours of Credit	Semester Hours of Credit	Signature of DPU Department Chair	Approve for major	Approve for minor	DPU equivalent, if any	Approve for group requirement (note group)	Approve for elective credit	Probable credit (Registrar Use Only)

### Necessary Signatures:

**Advisor:** I do / do not approve this application. \_\_\_\_\_  
Signature Date Printed Name Advisor Office #

**Director of Off Campus Studies:** I do / do not approve this application. \_\_\_\_\_  
(if studying abroad in an OCS summer program) Signature Date Printed Name

**Note:** Grades of C- and below are not accepted for transfer. Students should request that an official transcript of credits covering the above courses be sent to the Registrar of DePauw University soon after completion. DO NOT take courses Pass/Fail. Grades do not show on DPU transcript for transferred courses. Final credit will be based on the official transcript received from the school. If you have any questions concerning this evaluation, please contact the Office of the Registrar immediately.

**Signature of Registrar Official:** \_\_\_\_\_  
Date

Comments: \_\_\_\_\_  
\_\_\_\_\_

## PROCEDURES FOR APPROVAL OF TRANSFER CREDIT

1. Complete this form prior to registering for courses at another university. If you plan to go to summer school, try to have this application completed and returned to the DePauw Registrar's Office by mid-April.
2. Carefully complete the top 2/3 of the application.
3. Print the course description from the other university's web site, list amount of credit and dates of the summer session before taking the form to your advisor. You must have your advisor's signature indicating yes or no for approval of the courses. Be sure that courses you plan to take are not duplications of courses you have already taken. If you have completed four semesters at DePauw, you cannot earn transfer credit at a junior or community college.
4. Go to the appropriate department chair(s) to get approval for courses you plan to take in the corresponding department(s). Be sure that each department chair indicates whether the approval is for elective credit, for a group requirement, or to be used in the major or minor. Courses are assigned to the department listed on the other school's transcript when there is a comparable department at DePauw.
5. Return this application and the course description(s) to the Registrar's Office. A copy of your evaluation from the Registrar will be forwarded to your local address. If your application is submitted after mid-April, it may be forwarded to your summer address.
6. Credit is determined on the basis of the other school's transcript, i.e., a 3-semester hour course transfers to DePauw as .75 course; 3 or 4-quarter hours transfer as 0.50 course; 5 quarter hours transfer as .75 course. DePauw allows approximately one semester hour of credit earned for every week of the summer school. For example, six semester hours of credit (1.5 courses) may be earned during a five or six week summer session. Students who hope to deviate from this policy must have the approval of the Petitions Committee. It is unlikely that exceptions will be granted unless the student can demonstrate that the school allows its own students to take a heavier load than the above policy indicates.
7. Do not register for a course pass/fail! Grades must be a C (not C-) or higher to transfer to DePauw.
8. Credit only is transferred to your DePauw transcript; grades are not recorded. Students may not take courses at another institution to improve their grade point average. Likewise, they may not repeat a course taken at DePauw and have only the second, transferred course count.
9. Order a transcript as soon as you have completed the work to be transferred. Have it sent directly to: Office of the Registrar, DePauw University, P.O. Box 37, Greencastle, IN 46135-0037. The school must have a request from you to release the transcript; they do not release it automatically. We cannot accept transcripts unless sent directly from the host school.
10. Check to see if the transcript has been received and recorded by the Registrar by accessing e-services.
11. Students who do not have advance approval for work they take at another school cannot be sure the credit will be accepted. Getting advance approval protects you.