**APPROVAL OF COURSES FOR TRANSFER**

Student ___________________________  Class Standing:  FY  SO  JR  SR  Student ID# ___________________________

Name of University ___________________  Location __________________________________________  Term Dates ________ to ________

Will courses be taken on-line? __________  Type of Online Course:  □ Virtual Classroom  □ Correspondence (see #11 on the reverse)

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DEPARTMENTAL CREDIT*</th>
<th>DEPAUW CREDIT#</th>
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<tbody>
<tr>
<td>Course Number</td>
<td>Title</td>
<td>Credit</td>
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* Optional - Seek approval if counting course toward major, minor or program requirement

# Completed by Registrar's Office

**Approvals**

Advisor  I do / I do not approve this application. ____________________________ ____________________________ ____________________________

________________________________  Date  Printed Name

Registrar  I do / I do not approve this application. ____________________________ ____________________________ ____________________________

________________________________  Date  Printed Name

Note: Students should request that an official transcript of credits covering the above courses be sent to the Registrar’s Office 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. Grades of C- and below are not accepted for transfer. If you have any questions concerning this evaluation, please contact the Registrar’s Office immediately.

Registrar’s Office, DePauw University, Phone: 765-658-4141, FAX: 765-658-4139, Email: registrarsoffice@depauw.edu
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 for approval of the courses. Be sure courses you plan to take are not duplications of courses you have already taken.

4. Go to the appropriate department chairs to get approval for courses you plan to count toward major, minor and program requirements. Without this approval, transfer credit will be recorded as UNIV.

5. Return this application and the course description(s) to the Registrar Office. The Registrar’s Office will assign the course listing and DePauw course credit that will be awarded upon successful completion of the course and receipt of the transcript. A copy of your evaluation from the Registrar will be returned to you.

6. Credit is determined on the basis of the other school’s transcript. A DePauw course is equivalent to 4 semester hour credits or 6 quarter hour credits. A 3-semester hour course transfers to DePauw as .75 course.

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 into the DePauw GPA.

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. 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.

11. Online courses with a fixed beginning and end date which allow regular interaction with the class members are treated the same as other transferred classes. For correspondence or open ended online courses, a maximum of one course credit may be earned. All policies governing transfer credit apply to courses taken online or by correspondence: they must be on a liberal arts topic; and they must be pre-approved by the student’s academic advisor and the Registrar’s Office. Normally, the University does not award credit for modern language or laboratory science courses taken online. Students may not earn transfer credit from online or correspondence courses offered concurrently with their DePauw enrollments except by permission of the Petition Committee.

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