



# TRANSFER CREDIT APPROVAL FORM

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 (see #10 on the reverse):  Fixed Dates  Correspondence

COURSE (Completed by the student)			DEPARTMENTAL/PROGRAM CREDIT (If seeking credit toward major, minor, or program requirement)			ELECTIVE CREDIT (Completed by registrar staff)	
Course Number	Title	Credit	Department	DePauw Equivalent	Chair or Director Signature	Course Number	DePauw Equivalent or UNIV

### Approvals

Advisor I do / I do not approve this application. \_\_\_\_\_  
Signature Date Printed Name

Registrar I do / I do not approve this application. \_\_\_\_\_  
Signature Date Printed Name

Comments \_\_\_\_\_

DePauw generally accepts course credits earned at accredited institutions as elective credit if the grades are C or above. Students should request that an official transcript of credits/courses be sent to the Office of the Registrar soon after completion. Review the procedures and policies for approval on the back of this form. The complete [transfer credit policy](#) is available on the DePauw website. If you have questions, contact the Office of the Registrar. 765-658-4141, [registrarsoffice@depauw.edu](mailto:registrarsoffice@depauw.edu)

Paper transcripts:  
Office of the Registrar  
DePauw University  
313 S. Locust St.  
Greencastle, IN 46135

Electronic transcripts:  
[transcripts@depauw.edu](mailto:transcripts@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 Office of the Registrar by May 1. Consider having extra courses approved as back-up choices in case the courses you want are full or cancelled.
2. Print the course description from the other university's website, 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 approval of the courses. Be sure they do not duplicate courses you have already taken.
3. Go to the appropriate department chairs or program directors 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.
4. Return this application and the course description(s) to the Office of the Registrar. The Office of the Registrar 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 approval form will be returned to you.
5. 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.
6. Do not register for a course pass/fail. Grades must be a C (not C-) or above to transfer to DePauw.
7. Only credit 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, students may not repeat a course taken at DePauw and have only the second, transferred course count in the DePauw GPA.
8. Order a transcript as soon as you have completed the course to be transferred. Have it sent directly to: Office of the Registrar, DePauw University, 313 S. Locust St., P.O. Box 37, Greencastle, IN 46135; electronic transcripts go to [transcripts@depauw.edu](mailto:transcripts@depauw.edu). The school must have a request from you to release a transcript; they do not release it automatically. Only transcripts sent directly from the host school are accepted.
9. Students without advance approval for courses they take at another school are not guaranteed the credit will be accepted. Getting advance approval protects you.
10. 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 Office of the Registrar. 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 Petitions Committee.

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