



**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 Graduate College. (Form revised: July 2019)

**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**

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

**FOR OFFICE USE ONLY**

_____	<input type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED	_____
GRADUATE COLLEGE		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 the Graduate College before the course is completed.