

Transfer of Credit Request

To be completed by the graduate unit.

Part 1

Student Name: _____ DU ID Number: _____
 Department: _____ Degree: _____ Student's Matriculation Term: _____
 Name of Transfer Institution: _____
 Student Signature: _____

Please answer the following questions:

1. If the credit to be transferred was earned before the student matriculated at DU, is this request being made within the student's first quarter of his/her DU program? Yes No
 If no, please provide a memo stating why this request was not made within the first quarter of attendance.
2. Was the transfer credit earned within a five-year period preceding the transfer? Yes No
 If no, the student must submit a petition for an academic exception to the Associate Provost for Graduate Studies. Instructions are available here: <http://www.du.edu/currentstudents/graduates/AcademicExceptionInstructions.pdf>.

Part 2

Please complete this form for one of the two options listed below.

Option 1: Check here if you are requesting a posting of a master's degree toward a doctorate.

Total quarter hours to be posted: _____ (Required hours for the doctorate may be reduced by up to 45 quarter hours. The student may not reduce the number of hours required for the DU doctoral degree by more hours than were awarded for the Master's degree.) Graduate Units requesting a master's degree posting must provide a statement that the student's master's degree is appropriate and adequate background for the doctoral degree being sought. (Attach additional pages, if necessary.)

Degree Statement: _____

-OR-

Option 2: List individual classes to be transferred:

| Course # | Course Title | Year Earned | Credit Hours* | |
|----------|--------------|-------------|---------------|-----------------|
| | | | SH* | QH* to Transfer |
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*to convert semester hours (SH) to quarter hours (QH) use the following formula: SH x 1.5 = QH

Part 3

I certify that, to the best of my knowledge, transfer credit requested has been evaluated on the basis of clear evidence from the OFFICIAL TRANSCRIPT, that the coursework was TAKEN AT THE GRADUATE-LEVEL WITH AN ACCEPTABLE GRADE AVERAGE OF "B" OR BETTER, and that the request CONFORMS TO ALL GUIDELINES ESTABLISHED IN THE TRANSFER OF CREDIT POLICY. I, therefore, recommend their approval to apply to the above degree.

Signature of Department Chairperson _____
Date

Approved by the Associate Provost for Graduate Studies:

Associate Provost _____
Date

Policy

- All transfers of credit should be requested prior to the beginning of the first term but not later than the end of the first term. Transfer credit requests for course work taken from another institution during DU's program of study needs to be submitted in the returning quarter and no later than the preceding term in which the student wishes to graduate.
- The student is responsible for seeing that the transfer of credit is posted on their DU transcript and the department, appropriate student services office of the college, school, or department and the Office of Graduate Studies have approved the request.
- Coursework and credit hours already applied toward a graduate degree received from DU or another institution cannot be accepted as transfer credit towards another graduate degree of the same level.
- Graduate credits earned at DU or another accredited institution can be applied towards a DU graduate degree as long as they were not part of a program in which a degree was granted.
- An official transcript must be on file in the Registrar's office.
- The transfer credit must have been earned as graduate credit at a regionally accredited institution offering a graduate degree program in a similar field for which the student is currently seeking a degree. Transfer credit is approved on a course-by-course basis (unless it is a blanket transfer of credit hours for a doctoral program from a previously earned master's degree).
- The credit must have been earned within a five-year period preceding the request for transfer of individual courses. Exceptions to this regulation may be made only by petition with specific justification by the college, school or department to the Associate Provost for Graduate Studies.
- Coursework with a "B-" grade may be requested to be transferred, providing the average of all graduate transfer coursework is "B" or better. If only one course is to be transferred, the grade must be "B" or better (a grade of "B-" or lower is unacceptable).
- Courses taken on a pass/fail basis are not acceptable for transfer, unless the instructor provides a class syllabus and the student provides proof from the institution that a "Pass" is equivalent to a "B" or better.
- Transfer credit is not included in the computation of the grade point average for the current degree.

Procedure**Transfer Credits Earned Prior to Enrollment at DU:**

Credits earned prior to enrollment in a degree program at DU may be transferred to meet degree requirements at DU according to the following regulations:

Students Entering DU without a Previous Graduate Degree

- The request for the transfer must be made during the first quarter of attendance as a DU degree-seeking student.
- Transfer credit toward a 45 credit hour Master's degree is generally limited to 10 quarter hours. Some Master's degree programs that require more than 45 credits allow more than 10 credits to be transferred toward the degree. Contact the unit for details.
- Please refer to the Policy section for more details.

Students Entering DU Doctoral Program with a Master's Degree

- With approval from the student's advisor and the chairperson of the department, doctoral students may reduce the required hours for a doctoral degree by up to 45 hours with an earned Master's degree from a regionally accredited university. The student may not reduce the number of hours required for the DU doctoral degree by more hours than were awarded for the Master's degree.
- The student must initiate in writing the request for the posting the Master's degree through the program of study and is responsible for seeing that the appropriate authority of the department, college, school, or institute has approved the request. The request must be made during the first quarter of attendance as a DU degree-seeking student.
- An official transcript must be on file and must demonstrate that the student earned a "B" average or better in their Master's degree program.
- The student's DU academic department must fill out the Transfer of Credit form and provide a statement that the student's Master's degree is appropriate and adequate background for the doctoral degree being sought.
- Fifteen additional quarter hours may be allowed to be transferred provided the credits have been earned after the Master's degree was awarded, provided that these transfer credits do not conflict with the doctoral residency requirement.
- Please refer to the Policy section for more details.

Transfer Credits Earned After Enrollment at DU

If the credit to be transferred is earned while the student is already enrolled in a degree program at DU, students may transfer graduate credit earned from a regionally accredited institution to meet degree requirements at DU according to the following regulations:

- The student must initiate in writing a request for approval of outside course work, prior to enrolling in the course. The written petition, submitted to the department, college, school or institute, should include the name of the institution where the course will be taken, the course title, number of credit hours, course description, and the student's reasons for requesting outside credit.
- All transfers of credit should be completed at least one term prior to the term of graduation.
- Please refer to the Policy section for more details.