



Complete this form if you plan to take course(s) at another institution (e.g. summer courses at a community college or an external study abroad program). Return the completed form to your college office.

Supplemental transfer credit approval requests usually take approximately three weeks to process; some take longer. Requests submitted during peak registration times may experience a delay in processing. Please plan accordingly.

Policies and guidelines regarding supplemental transfer credit

- The supplemental transfer credit form is a pre-approval request that applies to courses you have not yet taken. If you have already taken courses and want to request credit at DePaul, contact your advisor.
- Academic department approval is required for courses to fulfill major, minor, and/or allied field requirements.
- Upon completion of the approved courses, official transcripts should be sent to DePaul University, Office of Admission, 1 East Jackson Blvd., Chicago, IL 60604.
- A maximum of 132.0 quarter hours of transfer credit will be applicable to any undergraduate degree, including courses taken at two-year and other four-year institutions, credit by examination (i.e. AP, CLEP, IB, A& A/S Level), and ACE military credit.
 - Of these 132.0 quarter hours, a combined maximum of 99.0 quarter hours earned at a two-year institution, through credit by examination, and ACE military credit (18.0 quarter hours max) may be applied to any undergraduate degree.
- Students must also abide by the University and major residency requirements, which states that the last 60 quarter hours earned toward the degree and at least 50% of major/minor courses must be completed at DePaul University.
- Completion of this form does not guarantee the transfer of credit or course applicability to major, minor, or allied field requirements.

For students transferring credit from an external study abroad program

- See studyabroad.depaul.edu for information on registering travel in the Global Engagement Travel Registration database.
- DePaul accepts transfer credit only from accredited U.S. and international institutions. If you participate in a non-accredited study abroad provider program (e.g. CEA, IES, or CIEE), you must request an official transcript from that institution's school of record rather than just from the provider itself. Your program provider can help you make this request. On the supplemental transfer credit form, list both the program provider name and the school of record name in the field marked "institution offering credit." For example, if you participate in a CEA Barcelona study abroad program, write CEA Barcelona, University of New Haven. If your external study abroad program cannot guarantee you an official transcript from an accredited institution, do not choose the program.



Supplemental Transfer Credit Approval Form

Complete this form and attach a copy of the course syllabus or a detailed course description for each course.

Student Name: _____

DePaul ID#: _____

Email Address: _____

Phone #: _____

Primary College (select one): LAS BUS CMN CSH CDM MUS COE THE

Is this for a study abroad program? ___yes ___no

Institution offering credit: _____

DePaul Term and Year student will take courses: _____

List of courses to be reviewed for supplemental transfer credit

| | To be completed by student | | | For office use only | | | | |
|-------------------------------|--------------------------------------|--------------------|-----------------|--------------------------------|------------------------|----------|-----------------|--|
| | Transfer Institution Course Title | Course # | Credit Hours | TrAC | | | College Advisor | |
| DPU equivalent course # | | | | DPU equivalent course title | DPU credit hours | Approved | Denied | |
| Ex. | <i>World History III</i> | <i>HST 220</i> | <i>3</i> | | | | | |
| 1 | | | | | | | | |
| 2 | | | | | | | | |
| 3 | | | | | | | | |
| 4 | | | | | | | | |
| 5 | | | | | | | | |
| 6 | | | | | | | | |
| 7 | | | | | | | | |
| 8 | | | | | | | | |

By submitting this form, you acknowledge and agree to the terms of the transfer credit approval process listed on the website.

Student Signature _____

Date: _____

College Advisor authorization _____

Date: _____

Do not write below this line – For office use only

Notes: _____

DPU Hours Earned _____

External Hours Earned _____ (Exam _____ Military _____ 2 yr. _____ 4 yr. _____)

DPU Hours In Progress _____

Transfer Hours Requested _____

Total Hours _____

Request Status: Approved _____ Denied _____

Reason Denied (if applicable): _____