



University of Dallas
Office of the Registrar

Permission to Transfer a Course from another Institution Form Instructions

Transfer course must be approved and returned to the Registrar's Office BEFORE the course begins

1. Fill in name, UD ID#, address, email address, and phone number.
2. Fill in transfer institution information – ALL information must be completed.
3. Check all boxes that apply for how the transfer course should be applied to your degree plan.
4. Provide a reason for this request.
5. Sign and date.
6. Have corresponding course department head sign and date. Department head can accept the transfer course as is, or suggest changes to the course.
7. Submit completed form to the Registrar's Office. If you cannot bring the form to the office, you can mail, fax, or email. Please make sure entire form is complete before submitting.
8. Have the transfer school submit an **official** transcript to the Registrar's Office. The transcript will be evaluated and transfer credits will be applied as necessary. Transfer credits will not be awarded until an official transcript is received. ***Transcripts submitted directly from the student will not be accepted.***

Office of the Registrar
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Undergraduate Student Request Form Permission to transfer a course from another institution

UD Students wishing to transfer a course from another institution must obtain approval from the department where the course is offered at UD *prior* to enrolling in it.

Student Name: _____ UD ID: _____

Local Address: _____

Email Address: _____ Phone: _____

Transfer Institution: _____

Transfer Institution Course Title: _____

Transfer Institution Course Number: _____

Semester to be taken: _____

I request that this course transfer as *(please check all that apply & specify the UD course):*

Core: _____

Major: _____

Concentration: _____

General Elective: _____

Advanced credit (*4-year school only, 3000 or 4000 level*): _____

Reason for Request: _____

I understand that the course must be taken for credit and that a minimum grade of C- must be earned for the course to be accepted in transfer (Pass/No Pass and Audit grades will not transfer).

Signature of student & date: _____

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I approve the transfer course **as specified above:**

Provisional Approval: _____ Date _____

Chair of the department which normally offers the course at UD or Academic Dean for elective credits

OR

I approve the transfer course **with the following changes:**

Provisional Approval: _____
Date _____

Chair of the department which normally offers the course at UD or Academic Dean for elective credits

Final approval of the transfer will require the submission of an official transcript to the Office of the Registrar within one month of completion of the course unless the student is on the graduation list and an earlier date is specified.