

School of Education & Health Sciences
UNDERGRADUATE TRANSFER CREDIT FORM

FORM WILL BE READY TO PICK UP FROM SEHS DEAN'S OFFICE IN TWO WEEKS

300 College Park, Dayton, OH 45469-2969

937-229-3146

Updated 04/12/2018

Name:		College/University you plan to attend	
Home Address:		City and State of College	
City, State, Zip		TERM TO BE TAKEN (Ex: Summer 2018)	
Student ID #		E-mail Address	
Major(s)		Phone:	

Pre-Authorization Procedure

1. Complete all information in the table above
2. Complete **ONLY** the left side of the table below, listing only courses you have verified will be offered during the identified semester.
3. Attach a **COURSE DESCRIPTION** for each course to be approved **AND THE COMPARABLE U.D. COURSE IT WILL REPLACE.**
4. Provide your signature indicating your awareness of all provided procedures and policies.
5. **Submit** completed form to Nancy Crouchley in the School of Education and Health Sciences **Dean's office**, Fitz Hall, Suite 618 or by email: ncrouchley1@udayton.edu You will be notified by email to pick up the form.

Important Transfer Credit Policy

- Transfer credit is awarded only for course work earning a grade of C- or better (must be taken for a letter grade).
- Transfer credit will not affect your UD cumulative GPA. **(The University of Dayton Retake Policy does NOT apply to transfer courses.)**
- Pre-authorization of the transferability of a course DOES NOT guarantee the course will meet any specific degree, other major, or minor requirement. Students are encouraged to discuss application of transfer credits to degree requirements with their academic advisor.
- Students are responsible for having an OFFICIAL transcript sent to UD. Credits will not appear on advising reports or housing and registration status until official transcripts have been received and processed.
- **It is the student's responsibility to verify that the courses have been posted appropriately to Degree Works once the courses have been officially transferred. Contact the Dean's Office at 937-229-3146 with questions.**

OFFICIAL TRANSCRIPTS SHOULD BE SENT TO:

University of Dayton Registrar, 300 College Park, Dayton, OH 45469-1668

Student's Signature: _____

Date: _____

COURSE(S) TO APPROVE <i>(COMPLETED BY STUDENT)</i>				UD EQUIVALENT <i>(MUST BE FILLED OUT BY DEAN'S OFFICE ONLY)</i>			
DEPT.	COURSE NO.	COURSE TITLE	CR. HRS.	DEPT.	COURSE NO.	COURSE TITLE	SEM HRS.

Date: _____

(College Seal)

Assistant Dean: _____