



PRE-APPROVAL FOR TRANSFER OF CREDITS TO DCCC

To determine the transferability of a course from another college or university towards your DCCC major prior to taking the course, complete this form and return to Assessment Services, Room 4260 Marple Campus 901 S. Media Line Road, and Media PA 19063 (FAX: 610-359-5085) or email to Assess@dccc.edu. Results of the evaluation will be mailed upon completion and will be available through your delaGATE account.

Student ID #: _____ Today's Date: ____/____/____

Student: _____
(Last) (First) (M.I.) (Maiden name or any other name used)

Address: _____
(Number) (Street) (City) (State) (Zip)

Phone: _____ / _____ DCCC Major: _____
Home Other (REQUIRED)

College Information

- 1. Name and location of college you plan to attend _____
- 2. Title of the course _____ Dept. Name & Number _____
- 3. Date course is offered: From _____ To _____

TRANSFER CREDITS POLICY

- 1. DCCC will accept coursework with grades of "D" or better from accredited institutions, but the grades for all credits selected for transfer must average at least 2.0 on a scale of 4.0.
- 2. The acceptability of courses depends on the appropriateness of the courses to a given major, on their comparison to DCCC course competencies, and on the length of time since these course credits were earned.
- 3. Current and former students may transfer to DCCC a maximum of 36 credits towards a degree and half the total credits for a certificate.
- 4. For Paralegal programs, a maximum of 12 PLG (legal specialty) credits may be transferred in from an ABA accredited college or university.
- 5. After you receive a grade for the course(s), send an official transcript directly from the attended college to the DCCC's Registrar's office through the mail or electronically to Records@dccc.edu.

I have read the DCCC Transfer Credit Policy above and I am aware that this pre-approval will be effective only if the above criteria are met.

Student Signature

DO NOT WRITE BELOW THIS LINE

_____ will transfer as _____ Course Name _____

_____ will not transfer for the following reason: _____

Comments: _____

Evaluated by: _____ Approved by: _____ Date: _____