

ADDITIONAL STUDY (FOR TRANSFER CREDIT) SCHEDULE
For any questions about this form, contact Associate Dean (study@dula.edu)

Student Name		Student ID	
Quarter		Year	
Program		Program Language	<input type="checkbox"/> English <input type="checkbox"/> Korean <input type="checkbox"/> Chinese
Course Number		Course Title	
Faculty Name		Number of Missing Unit	_____ units
Date		Student Signature: _____	

LECTURE

(*1 unit of coursework is equal to the total of 10 hours in-person lecture and at least of 20 hours of out-of-classroom assignments).

In-person Lecture Date	In-person Lecture Time	In-person Lecture Topic	Out-of-classroom Assignments	Number of Hours of the Assignments

EXAMINATION

Date	Time	Quiz / Midterm / Final Exam / Practicum / Case Study / Presentation / Paper / etc.

GRADE CLARIFICATION (To Be filled only by the Faculty)

**Please refer to the information in the Program Catalog for Grading scale, policy and evaluation, attending policy, academic policy, student with disabilities and any other related policy or procedure.*

Final Grade for the course (Please Check): PASS FAIL

**Grading guide: Pass is 70 or above*

Faculty Signature : _____ **Date:** _____

Faculty Comments : _____

APPROVAL (To Be filled only by Academic Administration)

Associate Dean Name and Signature: _____ **Date:** _____

(THIS FORM MUST BE SUBMITTED TO THE ASSOCIATE DEAN (study@dula.edu) NO LATER THAN 10 DAYS AFTER THE COMPLETION OF STUDY)