

Additional Study (For Transfer Credit) Procedure

In the case that the number of units from the previous institution's coursework is less than DULA's required units, the student is required to complete an additional study for the remaining units. **STEP**

Contact Admissions (admissions@dula.edu) to begin Transfer Credit review process



Fill-in the "Transfer Credit Additional Study Registration" form (https://www.dula.edu/for ms/)

STEP

2



STEP



Return the form to Associate Dean, student receive "Additional Study Instructional Schedule" form and an instructor will be assigned to the student



Bring this registration form to Front Desk for tuition payment

STEP

3



STEP



Student contact the instructor, arrange the schedule, do the course and complete the form together with the instructor



Return the "Additional Study Instructional Schedule" form that has the student's grade to Associate Dean no later than 10 days after the course ended

STEP



Detail policy and procedure can be read in your student handbook, available at: https://www.dula.edu/publications/