How to Transfer Undergraduate Courses to UD

This PDF is for newly admitted students including transfers, freshmen with dual enrollment credit, and ELI-AT students matriculating to UD.

Checklist for Transferring Courses to UD as a New Student:

A simplified checklist for incoming students with transfer credits. More detailed information on the full transfer evaluation process can be found below.

| Send Official Transcripts to Undergraduate Admissions. |
| Check the Transfer Credit Matrix for current UD Course Equivalencies. |
| Collect syllabi & course descriptions for courses not in the Matrix (166T courses in TR Evaluation). |
| Send any 166T courses to Department Contacts for review. |
| Check Transfer Evaluation to see UD course equivalencies. |
| Questions? Transfer Students contact: Theresa Coulter-Thurley, coultert@udel.edu. First Year Students contact: transfercredit@udel.edu. |

To transfer an undergraduate course, you must earn a “C” (2.0) or better. UD does not transfer courses taken pass/fail. See FAQ section for special exemptions for courses completed during the COVID-19 pandemic.

UD transfers courses that align with our academic curriculum. Remedial coursework, religious study, political courses mandated by an international government, and many basic/introductory computer classes do not transfer to UD.

UD accepts transfer credit from schools that: Are regionally accredited by the appropriate body, teach at the college level, & issue college-level degrees. International schools also need approval from their country’s Ministry of Education to issue college-level degrees.

UD uses its own transfer & conversion policies. Even if another school recommends a different conversion, UD’s policies prevail.

Transfer Credit Evaluation Information:

When will they post: Once UD receives your official transcript, we’ll post credits for admitted transfer students within roughly 2-4 weeks, admitted ELI-AT students 3-4 weeks after completing your last ELI session, and admitted freshman (dual enrollment, etc.) closer to registration (due to extremely high volume, these take more time).

Where to see them: Login to your My Blue Hen Home student portal. Closer to registration, your credits will also be visible in UD’s Student Information System (UDSIS).
**How they’ll transfer:** Check the **Matrix**. If your course *is there*, you’ll see the most current UD equivalent. Courses *not in* the Matrix initially post as elective credit (166T). 166T courses can be evaluated by a department by following the steps in the Course Evaluation section below. Otherwise, they’ll count toward the total number of credits needed to complete your degree.

**What** happens after a department reviews the syllabus: If your course wasn’t in the **Matrix**, and you followed the steps to send your syllabus to a department, the department will copy our team on their response. We will update your student record within about 2 weeks, and the course will go into the Matrix in about 4 weeks.

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**Transcripts:**

**Transcripts from U.S. institutions:**

- **Electronic transcripts** should be password protected & sent directly to admissions@udel.edu.
- **Paper transcripts** should be sent directly from the school to: Office of Admissions, Univ. Visitors Center, 210 South College Ave., Newark, DE 19716 U.S.A. If the school sends a paper transcript **directly to you**, do NOT open it. Send the transcript in the original, sealed school envelope to the address above.

**Transcripts from international institutions:**

- Follow these instructions on IERF’s website to order a *Standard Application Detail Report*. IERF is UD’s partner for credential evaluations. UD requires the report from IERF in order to transfer your credits. Please send your official international transcript to IERF, not to UD’s Office of the Registrar.

**Transfer Credit Matrix:**

Check UD’s **Transfer Credit Matrix** for current UD course equivalents.

- If the **school** isn’t in the Matrix, email the name/address/website to transfercredit@udel.edu. We’ll research if the school meets UD’s requirements, then email you to confirm.
- If the **course** isn’t in the Matrix (or shows UNIV990), follow the Course Evaluation Process below.
- Note: the Matrix shows how courses **transfer as of today**. This may change at any time, as curricula can change at UD and other schools. Use the Matrix as a *guide*, not a *guarantee*.

**Course Evaluation Process:**

If the course is not in the Matrix, you’ll have to send it to the department for review.

- **If it’s an English composition course:** Follow these instructions. If you took the course while a high school student, also read this policy from the English dept.
- **If it’s any other academic course:** Find an official syllabus (preferred) or course description as a web link, PDF, or scanned copy. Choose the best academic department to match your course. Some departments ask that you submit your courses via a web form (you’ll see the link on the list). But for most departments, download this template (version for newly incoming students or students with military credit). Copy/paste the template into an email, add your information, attach the syllabus (or course description, or course/occupation exhibits), and send it to the department.
What happens after a department reviews a course:

- The department copies transfercredit@udel.edu, and the course will be added to the Matrix in about 4-6 weeks.

- We’ll update your student record typically within 2-3 weeks, but save a copy of the email for your records.

- Most departments respond to course requests within 1-2 weeks. But some take longer, due to high demand. If you haven’t heard back within 2 weeks, email the department contact a friendly reminder. It is your responsibility to follow-up with the department for course approval.

Quick FAQ for new students with transfer credit:

Important note regarding transfer of credits for courses completed during the COVID-19 pandemic:

- Undergraduate courses receiving a grade of “Passing” or “Credit,” or a similar non-standard letter grade, may be eligible for transfer to UD. This is a temporary change to UD’s transfer credit policy, as a result of the COVID-19 pandemic. The non-letter grade must be equivalent to a C- (1.7 on a 4.0 scale) or better at the sending institution. This must be clearly stated in the transcript legend, on the institution’s website, or in a letter that accompanies the student’s paper transcript.

Is there a fee to transfer courses you’ve taken before coming to UD? No. There is only a fee to transfer courses taken after you’ve matriculated to UD.

What should you do if you’re currently taking a course that you’d like to transfer? Once you’ve completed the course, and grades have posted, request an updated official transcript. We will post these to your student record (usually within 2-4 weeks).

What documents should you take with you to New Student Orientation (NSO)? It’s a good idea to take an unofficial copy of college transcripts and AP/IB/other test scores. If your credits haven’t yet posted to your student record, your advisor can review the unofficial copies to help you enroll in courses that best fit your academic plan.

Questions or in need of guidance? Incoming transfer students would contact UD’s Assoc. Registrar for Transfer Services. Incoming freshmen and ELI-AT students would reach out to UD’s ACCESS Center before New Student Orientation, or to their academic advisor (or College) after NSO.