Matriculated Students - Transfer Credit from U.S. Institutions

Complete the steps below if you are:

- a **matriculated** UD undergraduate (fr/soph/jr/sr)
- who would like to transfer credit taken at a U.S. institution
- Note: If you are currently an ELI AT/CAP student, an incoming transfer student, or newly admitted student, follow these separate instructions (for coursework from a **U.S. institution** or an **international institution**).

Important information:

- **The student** (not a family member) must complete all transfer credit paperwork.
- **Cost** for transferring credit = $75 per term, per institution. This is billed after credits post to your record.
- External courses should have **at least as many credits** as the equivalent UD course (see details in step 5).
- If you plan to use **federal financial aid** for a semester program outside of UD, be sure to enroll full-time. To keep your “full-time status,” make sure you will be taking the equivalent of **at least 12 UD credits**. We also suggest that you make an appointment with **Student Financial Services** to discuss your plans.

Procedure for Transferring Credit from U.S. Institutions

**Step 1** – Search the **Transfer Credit Matrix** to check if UD has accepted courses from this institution.

**Step 2** – For courses not in the Matrix, prep course paperwork for departmental review.

**Step 3** – Departments review the course paperwork and approve equivalencies.

**Step 4** – Assistant Dean (for the College of your major) reviews the final paperwork.

**Step 5** – Review UD policies and deliver your completed paperwork to the **Registrar’s Office**.

**Step 6** – Ask the institution to send an **official final transcript** to the Registrar’s Office.

**Step 7** – When your official transcript arrives, we will match your courses to the department approvals, post your credits, and **charge the transfer credit fee**. This process takes 1-2 weeks.

Questions or concerns? Contact the Registrar’s Office at **transfercredit@udel.edu**. Additional information can be found in the Undergraduate Programs section of the **Catalog**.

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**STEP 1** – Search the **Transfer Matrix**, looking for TWO things.

- Check if the **institution** appears in the Matrix. If you do not see your institution listed, email **transfercredit@udel.edu**. Note that not all U.S. institutions are eligible for course transfer.
  - Institutions must be **degree-granting** and **regionally accredited by the appropriate body** and at the appropriate higher education level.
  - Courses must be at the college level and align with UD’s curriculum. Credit must be issued on an **official institutional transcript**.

- Next, check if UD has accepted your **specific courses** from this institution:
  - If the courses are **listed**, print/complete/sign a **Transfer Credit Evaluation (TCE) form**, skip steps 2 and 3, and proceed to **step 4**.
  - If the courses are **not listed**, proceed to **step 2**.

**STEP 2** – Print, complete and sign a **Transfer Credit Evaluation (TCE) Form**, and gather course descriptions/syllabi.

- If requesting transfer cr. from multiple institutions, or in multiple terms, complete a separate TCE form for each.
- Collect official course descriptions or syllabi from the institution (links, PDFs, printed copies).
- Course materials should include:
  - Course number, title, number of credits (or whatever the school uses to identify the course)
  - A thorough description of topics or areas covered (as many details as possible)
  - If science lab/lectures are separated, provide information for both courses
STEP 3 – Departmental Course Review (this process takes time – don’t wait for the last minute):

- Determine which UD departments need to evaluate your courses. For example, if you plan to take courses in both History and Chemistry, History courses will be reviewed by the HIST department, and Chemistry courses by CHEM.
- These transfer credit department contacts review/approve coursework for their individual departments. Find the correct department on the list, and email this person the following information:
  1) Your name & UD ID
  2) Institution & term you plan to attend
  3) Course description/Syllabus
- The departmental contact will evaluate the course, determine if there is a UD equivalent, and email you, copying transfercredit@udel.edu. If you have not heard their decision in 1-2 weeks, follow-up with them.

STEP 4 – Assistant Dean Review:

- Take the following materials to the Assistant Dean of the College of your major for review/signature:
  o Completed/signed TCE form
  o Completed/signed Leave of Absence (LOA) form (if studying at another U.S. institution for a full semester, or if taking a summer/winter course and this is your last term – ask Asst. Dean for details)
  o Printed e-mails of department approvals (sent from the department contact)
  o Students who are currently away from campus may complete this process via email. Print/scan a PDF of the departmental approvals, and attach the PDFs when emailing the Assistant Dean. Do NOT forward a copy of departmental emails – we cannot accept forwarded approvals.
- Friendly tip: Meet with your academic advisor to confirm how transfer credits will count toward your degree.

STEP 5 – Review Policy Info & Deliver Final Paperwork:

- Return the completed/signed TCE form to the Registrar’s Office at 210 S. College Ave. (or the Asst. Dean may send this directly to our office).
- If you will be using financial aid, make a copy of your signed TCE to deliver to SFS.
- Credits at UD are based on the semester system, with a standard number of hours required per credit.
- If a semester course at a U.S. institution has fewer credits than the equivalent UD course, students usually receive elective credits instead of the UD equivalent.
- Grades at UD are based on a standard 4 point scale (0.0 to 4.0). UD uses our own grade conversion scales (irrespective of suggestions offered by other institutions).
- Courses must be taken for a letter grade (not pass/fail). The min. grade accepted for credit is a UD “C” (2.0).
- Grades for transfer courses are not part of your UD GPA, and do not appear on your external UD transcript.

STEP 6 – Official transcript:

- We require an official transcript, issued by the institution.
- Paper transcripts should be sent to this address:
  Registrar - Transfer Credit / University of Delaware / 210 S. College Avenue / Newark, DE 19716
- Electronic transcripts should be password protected, emailed from the institution directly to transfercredit@udel.edu. Electronic transcripts forwarded from the student will not be accepted.
- If the institution sends the paper transcript directly to you, do NOT open it. Bring the original sealed envelope to the Registrar’s Office. Transcripts must be in original sealed envelopes.

STEP 7 – Posting Credit:

- 1-2 weeks after we receive your official transcript, we will post credits that were approved on your TCE form.
- Cost for transferring credit = $75 per term, per institution. This charge posts to your UD student account when the credits post to your record.
- Check UDSIS to confirm that credits posted correctly. If there is an issue, contact transfercredit@udel.edu.
- If you took different courses on the program (that were not reviewed/approved on your original TCE), complete an additional TCE form (Steps 2-5) to seek departmental and Asst. Dean approval.