Univ. of Delaware - 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.
- Complete this process **before taking the external course**, as it may not transfer after the program.
- **Cost** for transferring credit = **$75 per term, per institution**. This is billed **after** credits post to your record.
- **Financial aid:** If you plan to study outside UD for a full semester (Leave of Absence) you will not be eligible for institutional aid during the leave. Students can apply for Federal Aid through a **consortium agreement**. In addition, students must transfer back the equivalent of **at least 12 UD credits** per semester in order to regain eligibility for institutional scholarships and grants when they return to the University. Complete the TIPA form (Step 1 below) to confirm how credits at the non-UD institution will transfer to UD (i.e., # of credit there = # of UD credits). We also recommend that you make an appointment with **Student Financial Services** to discuss your plans and the potential impact that a Leave of Absence may have on your UD financial package (302-831-2126).
- If you will be away from UD for a **full semester**, contact your Asst. Dean to complete a Leave of Absence form.

**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, **send course descriptions to UD departments** to review

**Step 3** – Print/complete/sign a Transfer Credit Evaluation (TCE) form

**Step 4** – Send your TCE form and course approvals to your Asst. Dean for review/signature

**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** – Review what will happen **after your transcript arrives at UD**

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 **your specific courses** appear in the Matrix (already approved for a previous UD student):
  - **If the courses are listed**, skip Step 2, and proceed to Step 3.
  - **If the courses are not listed**, proceed to **Step 2**.

**STEP 2** – Departmental Course Review (**this process takes time – don’t wait until the last minute**):

- Choose the courses you may want to take, and find course descriptions or official syllabi (web link, PDF, printed copy). Course descriptions should include:
  - Course #, 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
• Email each course to a **UD transfer credit department contact** (send History courses to the HIST dept., Math courses to MATH, etc.). In your email, include: 1) Your name & UDID 2) Institution 3) Term taking the course 4) Course #/title/credits/description.
• 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 directly.

**STEP 3 – Print, complete and sign a Transfer Credit Evaluation (TCE) Form.**
• If requesting transfer cr. from multiple institutions, or in multiple terms, complete a separate TCE form for each.
• Enter the external course info on the left-hand side of the form, and the UD equivalents on the right-hand side (these are the courses confirmed in either Step 1 or Step 2 – by the Matrix or UD departments).
• If your course was approved by a UD department, print and attach the departmental email to your TCE form (your Asst. Dean will need to see this).

**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 **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. Scan a PDF of the departmental approvals and completed/signed TCE form (or take pictures of these with your phone). Attach the PDFs to an email, and send everything to your Assistant Dean. Do NOT forward a copy of departmental emails – we cannot accept forwarded departmental approvals.
• If you will be away from UD for a full semester, complete a **Leave of Absence** (LoA) form with your Asst. Dean.
• 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 may 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 will post to your UD student account.
• Check UDSIS to confirm that credits posted correctly (go to the Grades & Transcripts tile, then run the Transfer Credit Report). 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.