



Transfer Credit Evaluation Form

This form is for: Currently matriculated UD undergraduates who would like to transfer a college-level course taken at another school. Courses should be taken after you have begun your undergraduate degree.

TRANSFER CREDIT
302-831-1551
transfercredit@udel.edu
Registrar's Office – Transfer Credit
University Visitors Center
210 S. College Ave.
Newark, DE 19716

- Transfer courses should be taken for a standard letter grade, not Pass/Fail.
- If courses are taken Summer 2022 or after, the min. grade to transfer is a "C-" (1.7). If taken Spring 2022 or prior, the min. grade to transfer is a "C" (2.0).
- Course material must align with UD's curriculum. Schools that use quarter or trimester credits, or other non-standard units, will be converted to UD semester credits. In most cases, 1 quarter credit = 0.67 UD semester credits.
- Before completing this form, check UD's Transfer Credit Matrix (www.udel.edu/transfercredit) to see if the courses you plan to take have been reviewed for another student.
 - If *all* of the courses are in the Matrix, submit an [electronic TCE webform](#).
 - If *one or more* of the courses are not in the Matrix, use this PDF form. Follow the steps to send official syllabi to departments for review. See full instructions: www.udel.edu/registrar/transfer/instructions.
- **Form steps:**
 1. When departments have confirmed course approvals
 - Save a copy of their approval as a PDF or screenshot
 - Enter the dept. course confirmations into the table below
 2. Complete all fields in this PDF
 3. Save a PDF (or print a paper copy) of this completed/signed form
 4. Send the completed PDF, along with copies of dept. course approvals, to your [Asst. Dean](#).
 5. Your Asst. Dean will review/approve this form & forward it to the Registrar's Office
- After completing the course(s), ask the school to send an official transcript. Electronic (password protected): transfercredit@udel.edu. Paper transcript: to the address above.
- The Registrar's Office will match your official transcript to this (Asst. Dean approved) form, post your credits, then charge a \$75 transfer processing fee, for each term and school, to your UD student account.
- By completing this form, you are not obligated to transfer the course(s). If you take the course(s) within 1 year from the date you submit the form, you will receive these UD equivalencies. If you choose to take the course(s) more than 1 year in the future, you will need to submit a new form. It is recommended you make a copy of this form for your records.
- By entering the electronic signature below, you agree to the following:
 - I have read the information and understand my responsibilities with regard to transferring credits to the University of Delaware.
 - I confirm that the information in this form is correct and complete.

Student
Signature:

Date:

STUDENT INFORMATION		
Name	UDID #	UDEL email
Classification:	Expected Grad Term:	and Year (Ex: 2024):
College	Major	
EXTERNAL INSTITUTION INFORMATION		
Name		
Campus Location (City, State)		Term of Attendance (Ex: Fall 2014)

<i>External Course</i>				<i>University of Delaware equivalents</i>			
Course # (ex: ART105)	Course Title	Credits*	Online?	Course # (ex: ART231)	Course Title	Department Approval	Already in Matrix?
							Yes/No
							Yes/No
							Yes/No

Assistant Dean's Signature:

Date: