UNIVERSITY OF DELAWARE
GRADUATE COLLEGE

Last updated
March 2025

REQUEST FOR INTERNAL GRADUATE TRANSFER CREDIT (IGTC form)

COMPLETE AND SUBMIT THIS FORM IN YOUR FINAL *UNDERGRADUATE* OR FIRST *GRADUATE* TERM

POLICIES:

Students in a 4+1 program are allowed to transfer a certain number of credits to *dual-count* toward both the undergraduate & graduate degrees. The # of dual-count courses is set in the academic catalog for the year the student is accepted to the 4+1. Refer to catalog.udel.edu and select the correct year at the top.

For 4+1 or other graduate students, *non-dual-counted* graduate courses taken while an undergraduate may also be transferable to the graduate record. Non-dual-count courses must not be used to satisfy undergraduate degree requirements (including major, minor, Breadth, nor the total # of credits needed to earn the Bachelor's degree). They must be at the 600 level or above, with work completed at the graduate level, and are usually capped at 9 transferable credits.

All internally transferred courses must earn a minimum grade of B- (or higher if required for a specific 4+1) and been taken no more than 5 years ago.

Credits, grades, and quality points will transfer, counting in the graduate GPA.

INSTRUCTIONS - This is a fillable PDF. Please type all information.

Student:	Complete Section 1, 2, and 3. Save the PDF. From your udel.edu email address, send the completed PDF to your Graduate Program Coordinator for review and approval. In the subject of your email, include your full name, UDID, and "Request to Internally Transfer Graduate Credit".
Graduate Program Coordinator	Review Section 1, 2 and 3. If completing this form on behalf of the student, copy them on all correspondence. For 4+1, confirm the # of dual-counted courses/credits allowed for this 4+1 program (for the year the student was admitted). Confirm that all grades meet the minimum required (or are "in progress" if taken this term). For courses in Section 3, email the Assistant Dean's Office(s) for the College(s) where the student earned the BA/BS. Ask for written confirmation that these courses were not used to satisfy BA/BS requirements. Request additional information from the student if needed. Forward the student's original email request, attach this PDF (and Assistant Dean's confirmation email if required), and send to the Graduate College (gradstudentforms@udel.edu), confirming "I approve this request." This email thread, sent from your udel.edu address, is in lieu of your signature.

SECTION 1: STUDENT, PROGRAM & COLLEGE INFORMATION

Student Name		Student UDID	Student UD Email
For 4+1 Term/Year Accepted to 4+1 Program		Undergraduate Major(s)	Undergraduate College(s)
Complete fields at right for Undergraduate Program			
Term/Year Beginning UD Graduate Program			
Term/Year Expected to Complete UD Graduate Degree			
Graduate Program Title		Graduate Program Director	Graduate Program Director Email

SECTION 2: DUAL-COUNT COURSES TO TRANSFER TO THE GRADUATE RECORD

Course # (ex. ENGL800)	Course Title	Credits	Grade Earned/In Progress	Term/Year Taken/Taking

SECTION 3: NON-DUAL-COUNT COURSES TO TRANSFER TO THE GRADUATE RECORD

No courses below may also be used to satisfy Bachelor's degree requirements (major, minor, Breadth, nor total # credits needed)

Course # (ex. ENGL800)	Course Title	Credits	Grade Earned/In Progress	Term/Year Taken/Taking