



# 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](mailto: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](http://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](http://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](mailto: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. **NOTE: Only credits transfer; grades do not transfer/factor into your UD GPA.**
- 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) |

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

Assistant Dean's Signature:

Date: