

THE HDFS ADVISEMENT CENTER GUIDE TO

Transferring Credits

(for current UD students taking a course at another institution)

THE PROCEDURE

This Guide will provide quick links but you should also consult an Advisor and the [UD Registrar policies](#).

Look at the [Transfer Credit Matrix](#) to see if the course has already been approved for transfer and if so, submit the Transfer Credit Evaluation Form, take the class, and have a transcript sent to UD when the class is over. If the course is not on the matrix, contact the respective academic unit and seek approval (see the Registrar's page).

- You must earn a C or better for a course to transfer.
- You must meet the UD Residency Requirement in terms of credits completed at UD.
- The credits will transfer but the grade will not be factored into your GPA.

THE PAPERWORK

1. After a class has been approved for transfer:

Fill out the [transfer credit evaluation form](#) and submit it to 111 ALW

2. After the class is complete and you have earned at least a C:

Have a transcript sent to the UD Registrar's office