

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 Residency Requirement relative to credits completed at UD.
- The credits will transfer but the grade will not be factored into your GPA.

Click for the Registrar's Instructions

Click for the Transfer Credit Matrix

Click for the Transfer Credit Evaluation Form



THE PAPERWORK

After a class has been approved for transfer:

Fill out the transfer credit evaluation form and submit it to 111 ALW

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

Have a transcript sent to the UD Registrar's office



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