



REQUEST FOR INTERNAL GRADUATE TRANSFER CREDIT (IGTC form)

COMPLETE AND SUBMIT THIS FORM IN YOUR FINAL *UNDERGRADUATE* TERM

POLICIES Please read before completing this. form

Only students in a 4+1, 3+2, or Graduate Certificate program may transfer courses that **"Dual Count"** toward both an Undergraduate & Graduate degree. Check catalog.udel.edu for the # of credits and/or list of courses that may Dual Count. Select the Graduate catalog (at the top) for the year that you were admitted to the program.

Dual Count courses must earn a minimum grade of C-, and non-Dual-Count a minimum grade of B-. The requirement may be higher for your specific program. All courses must be taken at the 600-level or higher with work completed at the Graduate-level, and completed no more than 5 years before matriculating to the Graduate program. Credits, grades, and quality points will transfer, counting in the Graduate GPA. Courses at the 500-level are not transferable for 4+1 students, but may be eligible to transfer for others with approval from your Graduate Program Coordinator.

Students *may be eligible* to transfer up to 9 cr. of additional (non-Dual-Count) courses to a Graduate degree. This includes courses taken while an Undergraduate, taken elsewhere, or through CEND. These may not be used to satisfy Undergraduate degree requirements, defined as follows: major, minor, Breadth, total # of cr. required for the Bachelors. Starting for students admitted to a Graduate program in Fall 2026, courses which fulfill an Honors degree requirement would need to Dual Count if transferred to a Graduate degree.

All students admitted to a Graduate program in Fall 2026 and beyond must complete at least 18 cr. while a Graduate student to satisfy Residency.

Full policy and instructions: udel.edu/academics/registrar/students/transfer-credit/grad-internal Please direct questions to gradstudentforms@udel.edu

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. Confirm that all grades meet the minimum required (or are "in progress" if currently being taken). For students with Dual Count courses, check what is allowed for their program in the catalog for the year the student was admitted. For students with non-Dual-Count courses, if they were admitted to the Graduate program in Fall 2026 or later, confirm that they will complete at least 18 cr. while a Graduate student. This is required per the Graduate Residency policy. From your udel.edu address, forward the student's original message and this IGTC form to gradstudentforms@udel.edu, confirming in the message: "I approve this request." The full email thread serves in lieu of a signature. The Graduate College will review and log the form, then route it to the Registrar's Office for processing.

SECTION 1: STUDENT, PROGRAM & COLLEGE INFORMATION

Student Name			Undergraduate Major(s)	Undergraduate College(s)
Student UD Email Address	Student UDID			
Term/Year Admitted to 4+1, 3+2 or Grad Cert:		Graduate Program Title:		
Term/Year Beginning Graduate Program:		Graduate Program Coord.:		
Term/Year Expected to Complete Graduate Program:		Graduate Program Coord. Email:		

SECTION 2: DUAL COUNT COURSES to transfer across both the UNDERGRADUATE and GRADUATE RECORDS

[illegible]

SECTION 3: NON DUAL COUNT COURSES to transfer across both the UNDERGRADUATE and GRADUATE RECORDS

No course below may be used to satisfy a Bachelor's degree requirement (see policy section above for definition)

[illegible]