

## TRANSFERRING CREDITS FROM OTHER INSTITUTIONS for MEEG COURSES

If you wish to transfer credit from another institution for a particular mechanical engineering (MEEG) course, first visit the Registrar's Office [transfer credit](#) site for procedures for credit transfer and equivalency. You should also search the [equivalency database matrix](#) to see if the course you want to transfer has already been approved.

If the course is not listed, transfers are approved on a case-by-case basis. The student needs to submit the following information to the Mechanical Engineering Undergraduate Coordinator ([me-undergradinfo@udel.edu](mailto:me-undergradinfo@udel.edu)).

- A cover letter clearly indicating why the course from the other institution should be considered equivalent to the existing MEEG course.
- The name of the other institution, the other institution's course number with official course (catalog) description, and the number of semester credits.
- A course syllabus that, at a minimum, includes the required textbook(s) used in the class and the timing/sequence of chapters/topics covered.

This information will be forwarded to the chairperson of the Mechanical Engineering Undergraduate Education Committee. The information will then be shared with the Mechanical Engineering faculty member(s) who has/have recently taught the course at the University of Delaware for an opinion on the similarity between courses. This opinion is then sent to the Mechanical Engineering Department's Undergraduate Education Committee that then makes a recommendation to the Mechanical Engineering faculty who make the final decision. During a normal semester each step in that approval process may take a couple of weeks.

When a course substitution has been approved, that information is communicated to the College of Engineering's Assistant Dean for Advising who can make the necessary changes on the student's UDSIS information. In addition, the substitution information may be forwarded to the University Registrar who will update the online course transfer information.

**NOTE:** For time efficiency, the department tries to handle requests electronically. However, it is Departmental policy that any faculty member can ask that any request NOT be handled electronically. In that case, the request becomes an official item of business at the monthly faculty meeting.