

For more information about the policy change initiated by the Undergraduate Studies Council and approved by the co-Provosts in April, 2023, please see the announcement email [here](#).

## Post-Matriculation Transfer Credit Process effective Summer 2023

1. Read the policies regarding transferring credits to SCU [here](#) and consult the [Undergraduate Transfer Credit Guide](#) to find many courses that are already approved.
2. Consult the schedule of classes from the institution you want to attend and identify the course(s) you would like to take. Make sure the course is offered at a time and location that fits with your schedule.
3. Meet with your faculty advisor to discuss the course(s) and the important transfer policies listed below.
4. Complete all parts of the [Post-Matriculation Transfer Pre-Approval Application](#) to request approval for the course(s) you are interested in taking.

You will be notified by the Office of the Registrar if the proposed transfer course has **not been approved, not yet reviewed, or approved** by the appropriate department.

If the course is **not approved** for transfer:

- Submit a different course for review using the [Post-Matriculation Transfer Pre-Approval Application](#) form.

If the course **has not been reviewed** for transfer:

- Obtain a current copy (within the past academic year) of the syllabus for the course you want to take.
- Make an appointment to meet with the Office of the Registrar by sending an email to [Registrar@scu.edu](mailto:Registrar@scu.edu). They will assist you in communicating with the appropriate department for review of the course syllabus.

If the course **is approved** for transfer:

- Enroll in the course and complete it with a grade of C or better.

**NOTE:** The grade you earn will not be transferred to SCU, but credit is only awarded for courses passed **with a grade of C or better** (*not "P"*). 1 semester unit is equivalent to 1.5 quarter units.

- Request to have an official transcript sent from the institution directly to the Office of the Registrar through mail or electronically. *Transcripts will not be accepted from students.*

1. Mailing Address:

Santa Clara University

Office of the Registrar  
Attn: Transcript Analyst  
500 El Camino Real  
Santa Clara, CA 95053

2. Electronic delivery: Registrar@scu.edu

- The Registrar's office will assign the transfer credit when they receive the official transcript showing completion with a grade of C or better. Students will receive an email confirmation.
- Check your Academic Progress Report and Transfer Credit in Workday to see how the credit has been applied.

## Important Transfer Policies

- Students can earn a **maximum of 10 units** of post-matriculation transfer credit.
- SCU operates on a quarter system calendar. Courses completed at a semester institution are converted by multiplying the number of units by 1.5. **For example, a 3.00 semester unit course equates to 4.50 quarter units.**
- Total transfer credits cannot exceed **½ the total units required to graduate.**
- For matriculated/continuing students, the following Core Requirements must be completed at SCU. **These are not eligible to transfer:**
  - Critical Thinking and Writing 1 & 2
  - Cultures and Ideas 1 & 2
  - Religion, Theology, and Culture 1, 2, & 3
  - Civic Engagement
  - Science, Technology, and Society
  - Advanced Writing
  - Experiential Learning for Social Justice (ELSJ)
  - Pathways
- Be aware that completing these requirements through transfer credit could impact your financial aid in the long term.
- The Registrar's Office will only assign credit to approved courses.