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. 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.