UNIVERSITY OF VIRGINIA—UNDERGRADUATE COLLEGE OF ARTS AND SCIENCES
REQUEST FOR TRANSFER OF CREDIT (DO NOT use for foreign study)
STEPS FOR SEEKING PRIOR APPROVAL FOR TRANSFER COURSES

You may transfer credit only from (1) a degree-granting institution of higher education in the U.S. which has been fully accredited by one of the six regional accrediting agencies; or (2) at an institution that has been approved by the Faculty of Arts and Sciences prior to your enrollment in the course.

1. Complete the reverse side of this form:

2. For elective credit: Check the transfer credit data base at http://sazwebdmz.eservices.virginia.edu/asequivs/
   If the course is listed, enter equivalent on the form. If not, take or mail the form to Meredith Burke, Transfer Credit Evaluator at 201 C Monroe Hall. Provide a description of the course(s), including the total number of class hours.

3. For major or minor credit: Get departmental approval.
   Take or mail the form to the Director of the Undergraduate Program (or Summer Chair) along with a description of the course(s), including the total number of class hours. See http://artsandsciences.virginia.edu/people/dups.html

4. If the department approves, ask them to:
   (a) Indicate the UVA equivalent of the course. If no precise equivalent exists, the adviser can designate the course as a major elective by listing the College equivalent as 2000M, 3000M or 4000M, depending upon the appropriate level of the course (e.g. BIOL 3000M, FREN 4000M).
   (b) Check the appropriate box to show that the course is approved for major credit.

5. Return the form to Monroe Hall: Bring the completed form — or ask the department to send it — to Meredith Burke in 201 C Monroe Hall. (See the box below.)

6. Monroe Hall approval: Ms. Burke will review the form. If she approves, she will send you the original form. If she denies, she will also inform you.

7. Getting credit posted to your UVA transcript: After you complete the course, request that the host institution to send a copy of your official transcript to:

   ATTENTION: Ms. Meredith Burke
   College of Arts and Sciences
   Univ. of Virginia, P.O. Box 400133
   Charlottesville, VA 22904-4133

8. Credit that you may expect: If you have secured prior permission and received a grade of C or better, you will receive credit. Courses passed with an S, P, or credit grading option will transfer only upon verification that they represent work equivalent to a C or better. Such courses also will be counted in the limit of Credit/No-Credit courses allowed in the degree program. You will receive no more than the number of semester hours of transfer credit that you are awarded by the host institution. You may receive less. Quarter hours will be reduced proportionally to their semester hour equivalent. If you have already received credit for the equivalent course, duplicate credit will not be awarded.

   No more than 60 non-U.Va. credits (including transfer and Advanced Standing credit) can count toward the degree in the College. Twelve or more credits attempted in a single semester at another institution will constitute one of the full-time semesters allotted to each College of Arts and Sciences student.

Rev. 5/14
If you are considering taking courses at another institution in the U.S. and transferring the credits to UVA,

you must not be on academic or disciplinary suspension, suspension-in-abeyance, or an honor leave;
you must have a cumulative GPA of at least 2.0 in the semester prior to taking the courses; and
you must obtain prior approval (see below)

Student’s Name:__________________________________________________           U.Va. ID#____________________
Address ________________________________________________________  Cumulative GPA ________________
________________________________________________________  e-mail _______________________
(City)            (State)             (Zip code)

What you can transfer: with prior approval, courses for elective credit and with departmental approval for major or minor credit.

What you cannot transfer: Courses to fulfill competency or area requirements. After matriculation, students MUST take the first writing requirement, the foreign language, and the area requirements at U.Va. The only exception is a course used to fulfill the foreign language requirement taken in the native-language country abroad with the language department’s approval.

If you are a degree applicant, consult with the College Registrar (Monroe Hall 138) prior to submitting this request form.

FOLLOW THE DIRECTIONS ON THE BACK FOR COMPLETING THIS FORM
USE A SEPARATE FORM FOR EACH DEPARTMENT

Student: List below the course numbers and titles of the HOST institution. If you wish elective credit, check our transfer credit database at http://saz-webdmz.esservices.virginia.edu/asequivs/ If the course you wish to take is listed, fill in the course and its equivalent. If the course is not listed, see Meredith Burke in 201C Monroe Hall with a description of the course. If you wish major or minor credit, obtain the approval of the department, then submit to Ms. Burke. Use additional forms as needed.

I request permission to receive transfer credit in the College of Arts and Sciences for the following course(s), to be taken at ______________________ during the summer ____, fall ____, spring____ of _________ (year). I have not already received credit for these courses at U.Va.

<table>
<thead>
<tr>
<th>Mnemonic</th>
<th>Number</th>
<th>Course Title</th>
<th>Credits</th>
<th>Check if major or minor credit</th>
<th>Post approval required?</th>
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Approval of the College: This is to certify that you have official permission to take the course(s) listed above and apply them toward a degree at U.Va. This approval is conditional upon your having a CUMULATIVE GPA OF AT LEAST 2.0 AND NOT BEING ON DISCIPLINARY OR ACADEMIC SUSPENSION OR SUSPENSION-IN-ABEYANCE AT THE CONCLUSION OF THE SEMESTER PRIOR TO ENROLLING IN THE COURSE(S) LISTED

Dept. Director of Undergraduate Programs (for major/minor credit only) Transfer Credit Evaluator

I understand the rules and procedures on both sides of this form: Student’s signature: ____________________________