

**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:**

<p><b>ATTENTION: Ms. Meredith Burke College of Arts and Sciences Univ. of Virginia, P.O. Box 400133 Charlottesville, VA 22904-4133</b></p>
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**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.**

