



Last Name	
First Name	
UVA ID #	
UVA e-mail	
Phone #	

## INTRA-UNIVERSITY TRANSFER WORKSHEET

### ARTS & SCIENCES - REQUIRED COURSES AND COLLEGE AREA REQUIREMENTS

#### Things to know before completing this worksheet

- Use this worksheet with the College’s web site (<http://college.as.virginia.edu/>); links to external resources on the web have been provided at various places. Before completing this worksheet, please read the Degree Requirements Overview in the Arts & Sciences Undergraduate homepage (<http://college.as.virginia.edu/requirements>).
- All required courses and College area requirements must be taken at U.Va. for a letter grade, unless AP credit or transfer credit for work done PRIOR to enrolling at U.Va. is used, or you are exempt by virtue of your Achievement Test scores.
- One course may fulfill two area requirements and the Second Writing Requirement.

#### Overview of Degree Requirements and Restrictions

All undergraduate students are required to fulfill competency requirements from three subject areas: the First Writing, the Second Writing and Foreign Language. More information on these subject areas, their related credit requirements, competency exemptions and University restrictions can be found on the College’s web site.

Some restrictions apply to completing competency requirements. These requirements may NOT be fulfilled by the following:

- Dual enrollment credit
- College-Level Examination Program (CLEP) tests
- Courses taken under the Credit/No Credit (CR/NC) option
- Courses taken under the Audit (AU) option

#### Competency Requirements

##### 1. First Writing Requirement

All students in the College of Arts and Sciences meet the first writing requirement in one of two ways: by successfully completing one of the FWR-eligible ENWR courses, or by placement in a higher-level FWR course. For detailed information on placement, go to <http://professionalwriting.as.virginia.edu/requirements> . For some students, it is possible that a course taken in your current school of enrollment will satisfy this requirement. If you have questions regarding first writing requirement placement, please e-mail the writing program administrators whose contact information is available at the link above.

**You should fill this requirement as soon as possible. In which semester will you complete this requirement? (If you have already satisfied this requirement, please list the course details below):**

## 2. Second Writing Requirement (3 credits; no transfer credit permitted)

All students must complete the Second Writing Requirement with a grade of C-or better. Qualifying courses can be found in the SIS Course Catalog. To meet the Second Writing Requirement, a class must:

- Assign at least two writing assignments in English totaling 4,000 words (20 pages) or more independent of quizzes and final examinations.
- Have a student/faculty ratio no greater than 30/1.

Any course meeting these standards can satisfy the Second Writing Requirement. However, this requirement is not complete until you file a Second Writing Requirement completion form and have it certified by the College Registrar. The form is available in 101 Monroe Hall.

**Note to SEAS applicants:** Some STS 2000-level courses may meet the requirement.

### Important Notes

- The Second Writing Requirement must be taken at the University.
- Advanced placement credit, advanced standing, dual enrollment credit or credit transferred from another university will not satisfy this requirement.
- Although it is not advised, you may take a course that meets the Second Writing Requirement before or during the semester that you complete the First Writing Requirement. However, completing the Second Writing Requirement neither exempts you from nor fulfills the First Writing Requirement.
- A course that satisfies the Second Writing Requirement may simultaneously count toward your major or minor program. One course, in addition to meeting the Second Writing Requirement, may also complete area requirements (no more than two).

**Enter the course you plan to use:**

## 3. Foreign Language: 0-14 credits usually through level 2020

Students can meet the Foreign Language Requirement by successfully completing one of the following courses of action:

- Earn exemption if you place beyond the 2020 level by examination.
- Take 14 credits or four semesters of a language in the proper sequence.
- After placement, complete the remaining courses in the sequence up to the fourth semester (usually 2020).

Consult the Foreign Language Placement Index (<http://college.as.virginia.edu/fl-placement-index>) to determine your exact placement.

### Important Notes

- Taking introductory language courses which duplicate credits earned from AP or IB tests will neither give you credit nor count for the Foreign Language Requirement.
- Some or all of the requisite 14 credits can be earned by transfer students from coursework completed at a **previously attended** college or university, if prior to matriculation to the College.
- Dual enrollment courses do not fulfill the requirement.
- The College provides Foreign Language Disability Accommodation when needed to satisfy this requirement.

If you believe that you qualify for an exemption because you are fluent in another language that you speak at home, please see the Foreign Language Coordinator in the appropriate department.

**Enter the language classes you have already completed:**

**If you have not begun a foreign language yet, how do you plan to begin and complete it?**

## Area Requirements

### 1. Social Sciences (two courses of 3 or more credits each (6+ credits), from two different departments or programs)

Courses can be found at <http://college.as.virginia.edu/area> .

Enter the two courses you plan to use:

### 2. Humanities (two courses of 3 or more credits each (6+ credits total) from two of the following groups)

- Literature
- Fine Arts
- Moral, Philosophical, and Religious Perspectives

Courses taken for this requirement may also count toward one other Area Requirement.

Enter the two courses you plan to use:

### 3. Non-Western Perspectives (3 credits)

You must pass at least one course worth 3 or more credits which the faculty recognizes as dealing substantially with a culture other than Western. Classes that meet this requirement change each semester. Qualifying courses can be found in the SIS Course Catalog. *Courses taken to fulfill the Non-Western Perspectives Area Requirement may count also toward fulfilling one other Area Requirement.*

Enter the course you plan to use:

### 4. Historical Studies (3 credits)

You must pass at least one course worth 3 credits or more either from the History Department or from a class determined by the faculty to be substantially historical. Classes that meet this requirement change each semester. Qualifying courses can be found in the SIS Course Catalog. *Courses taken to fulfill the Historical Studies Area Requirement may also count toward fulfilling one other Area Requirement.*

Enter the course you plan to use:

### 5. Math/Science (12 credits of natural science and/or mathematics courses from at least two departments)

Courses that count toward this requirement may be chosen from the Departments of Astronomy, Biology, Chemistry, Environmental Sciences, Mathematics, Physics and Statistics. The following courses also count: ECON 3710, ECON 3720 and ECON 4720, PSYC 2200, PSYC 3210 and PSYC 4200. For this requirement, statistics, mathematics and the above three economics courses are considered to come from one department. This means you cannot satisfy this requirement with just these courses.

Enter the courses you plan to use (must total 12 credits)

## 6. Other Courses: The Major & Electives

**Please read the following very carefully.**

Of the 120 credits needed for the B.A., no fewer than 102 must be from:

- courses in the liberal arts and considered “inside” the College
- certain “outside” (non-College) courses considered to be College-equivalent

The remaining 18 credits may be College elective courses or elective courses from outside the College.

### **Outside Courses Considered College-equivalent**

The courses below, though taken outside the College, are considered College equivalent (cross-listed) and count toward the 102 College credits needed for graduation. This list is subject to change so always check your Academic Requirements Form.

- All computer science courses (CS) in the School of Engineering and Applied Science
- All architectural history courses (ARH) in the School of Architecture
- Architecture (ARCH) 1010 and 1020
- Language House courses will be offered for 1 credit maximum per semester; with a 2-credit maximum limit in the 120-credit total required for graduation
- EDLF 5450, 5460, 5640
- EDHS 4600
- LAR 5120; 5130
- MSE 2010
- PLAN courses under 5000, but only if the minor in planning is completed
- STS 3500, 310

Students in the special education part of the B.A./M.T. Program are permitted to count the following an additional six credits of Curry School courses as College-equivalent: EDIS 3020 (or EDIS 5000) and one of EDIS 5100, 5110, 5120, or 5150.

### **Calculate Your Transferrable Credits**

Attach a copy of your AP scores if you expect the College to award more credits than your current school awarded.

1.	AP Credits	
2.	Credits from another institution (dual enrollment and transfer credit)	
3.	UVA hours expected at the time of application (include the current semester)	
4.	SUBTOTAL OF CREDITS	
5.	Number of credits you will lose due to repeated classes	
6.	Number of credits you will lose in excess of the 18 non-College credits allowed	
7.	SUBTOTAL OF CREDITS LOST	
	<b>TOTAL COLLEGE DEGREE HOURS YOU EXPECT TO TRANSFER (=Row 4 - Row 7)</b>	

**PRINT OUT THIS WORKSHEET AND ATTACH IT TO YOUR APPLICATION**