



Last Name	
First Name	
UVA ID #	
UVA email	

## **INTRA-UNIVERSITY TRANSFER WORKSHEET C**

**NOTE: This worksheet is ONLY for those students who started at UVA prior to 2023 as transfer students and who are applying for transfer to the College of Arts and Sciences from the UVA Schools of Architecture, Engineering, Nursing, Education, Public Policy or Commerce. (Students who started at UVA as *first year students* should use IUT worksheet A or B.) If you have not determined your eligibility to apply for transfer, please see the Eligibility Criteria here: <https://college.as.virginia.edu/transfer>**

Thank you for your interest in applying for intra-university transfer to the College of Arts and Sciences at UVA. It takes everyone a while to find their best fit at UVA and we are excited that you are looking for your intellectual home in the College. This worksheet will walk you through what you need to know for a successful transfer to the College. Please follow the links below and read carefully so that you understand all relevant policies and curricular requirements for College students. You must submit this completed worksheet with your application to transfer to the College.

### **A Special Welcome to UVA Transfer Students**

As someone who entered UVA as a transfer student, please know that the College has a vibrant, engaged community of transfer students who excel in all of the College's areas of study. Transfer students in the College have their own Association Dean, Dean Elizabeth Ozment. A couple of things will be important for you to understand as you transfer to the College. First, College students have 8 full-time semesters in which to complete their degrees. The number of full-time semesters you have remaining to you is determined by the number of full-time semesters you have completed at UVA and elsewhere. For example, if you entered UVA as a second year transfer student and complete 1 semester in the Architecture school prior to transferring to the College, you will have 5 full-time semesters in which to complete your College degree requirements. You may take classes during summer session, January term, and up to 2 part-time semesters if you are concerned that you cannot complete your degree requirements in the full-time semesters you have remaining. As a transfer student, you will also need to quickly establish which major you want to declare in the College. As a College student you will have to declare or defer your major at the end of your 4th semester. Please see below for more details.

## General Education Requirements

College students typically spend their first two years completing general education requirements and pre-requisite courses for their chosen major(s). The College has different general education pathways and your pathway is the Traditional Curriculum. The Traditional Curriculum includes both Competency and Area Requirements. Before you fill out the worksheet below, you should read the information on the following pages very carefully, making sure to follow additional links found on these pages where necessary:

<https://college.as.virginia.edu/requirements>

<https://gen-ed.as.virginia.edu/traditional-curriculum>

Once you have studied the information at the links above, please chart out your plan for completing the College's Traditional Curriculum requirements below. **Note:** When you entered UVA as a transfer student, you were likely awarded transfer credits that will fulfill some of these general education requirements. The easiest way to find out if those credits will satisfy requirements in the College is to run a "what if" report in SIS (in the "Academics" menu). To set up the "what if" report, select "Arts and Sciences Undergraduate" in the "Academic Programs" menu. Then, select "Arts and Sciences Undeclared" or your chosen major in the "Area of Study" menu. Then, click "submit". The report will sort your existing credits into the general education categories and this will tell you which requirements you have already fulfilled. (Please ignore any classes that have a blue star beside them under "status" since these are not classes you have actually taken.) Note that once you are a UVA student, all remaining general education requirements must be fulfilled at UVA.

## Competency Requirements

First Writing Requirement— Please indicate which course(s) you plan to take based on the placement information provided here: <https://writingrhetoric.as.virginia.edu/requirements>. If you have not satisfied this requirement, you must do so as soon as you transfer to the College.

ENWR 1505 and 1506 (6 credits) **or**  
ENWR 1507 and ENWR 1508 (6 credits) **or**  
ENWR 1510 (3 credits) **or**  
ENWR advanced course **or**

I have completed the requirement already, with the following course/credit \_\_\_\_\_

Foreign Language (0-14 credits)

\_\_\_ I have completed this requirement, or I am exempt because of test scores.

**or**

I plan to complete this requirement in the following semester(s) \_\_\_\_\_ by taking the following course(s) \_\_\_\_\_

Second Writing Requirement (3 credits)

I have completed the requirement by taking the following course \_\_\_\_\_

or

I plan to complete in the following semester \_\_\_\_\_

**Area Requirements**

To see which courses count for each Area Requirements category, see: <https://gen-ed.as.virginia.edu/traditional-curriculum/areas> If you have taken a class or have credits which you believe satisfy a requirement, please indicate this in the space provided. If you have not, leave that space blank and indicate *when* you plan to satisfy the requirement. Your “what if” report should help you to fill out this section.

Social Sciences (3 credits from two different *departments*; 6 credits total)

\_\_\_\_\_ or I will take in \_\_\_\_\_  
\_\_\_\_\_ or I will take in \_\_\_\_\_

Humanities (3 credits from 2 different *categories*; 6 credits total)

\_\_\_\_\_ or I will take in \_\_\_\_\_  
\_\_\_\_\_ or I will take in \_\_\_\_\_

Historical Studies (3 credits)

\_\_\_\_\_ or I will take in \_\_\_\_\_

Non-Western Perspectives (3 credits)

\_\_\_\_\_ or I will take in \_\_\_\_\_

Math/Science (12 credits from at least two different departments)

\_\_\_\_\_ or I will take in \_\_\_\_\_  
\_\_\_\_\_ or I will take in \_\_\_\_\_  
\_\_\_\_\_ or I will take in \_\_\_\_\_  
\_\_\_\_\_ or I will take in \_\_\_\_\_

Notes:

Courses used to fulfill College Area Requirements may also be counted toward a major or minor.

One course (including cross-listed courses) may simultaneously meet no more than two Area Requirements; it may also satisfy the Second Writing Requirement.

## **Major Requirements:**

In addition to fulfilling your General Education requirements, you must also fulfill the requirements for a major. You must declare a major by the end of your 4<sup>th</sup> semester. Some College majors require an application. Almost all require that you complete certain “prerequisite” classes before you can declare the major. For that reason, it is important for you to identify a major that you are interested in and find out whether it requires an application and/or what the prerequisite classes are for that major. Spend some time exploring the College majors at the link below. From there you can follow the links to the webpages of the majors you are interested in to learn about the application process and/or prerequisite classes.

<https://college.as.virginia.edu/degreeprograms>

Please also read the information here: <https://college.as.virginia.edu/declaremajor>

<https://college.as.virginia.edu/ugrad-directors>

Next, fill out the information below:

I am interested in declaring the following major: \_\_\_\_\_

This major requires an application. The application deadline is: \_\_\_\_\_

The Director of the Undergraduate Program for this major is: \_\_\_\_\_

The **prerequisites** for declaring this major are as follows. (If you have already taken a prerequisite class, please indicate the grade you received in parentheses. If you have not, please indicate when you plan to take it in parentheses.)

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Note: If you are applying in your 4<sup>th</sup> semester or later, you must be able to defer or declare your major as you apply for transfer to the College. If you are in your 4<sup>th</sup> semester or later, please affirm below that you have communicated with the relevant contact person in your prospective major department and that you have submitted a declaration (or deferral) of major form here: <https://college.as.virginia.edu/student-forms>. If there is a barrier to your doing so, please explain below. A major cannot be deferred beyond your 5<sup>th</sup> semester.

## **Credit Requirements in the College**

Please review the information here: <https://college.as.virginia.edu/credits>

Students in the College must earn at least 120 credits to graduate. Students may not count more than 60 credits transferred from other non-UVA colleges or universities toward their degree. In addition, as explained on the page linked above, a minimum of 102 credits of the 120 needed to graduate from the College must be from courses considered "inside the College" or "College-equivalent". Most of the courses that are taken at *other UVA schools* (e.g., COMM1800, ENGR1624, etc.) count as "outside the College". Since you began your career at UVA in a UVA school outside of the College of Arts and Sciences, you are likely to have credits that count as "outside the College" and so you must plan carefully to make sure you have at least 102 credits from courses that are considered "inside the College" or "College-equivalent". Note: Somewhat confusingly, a class could be taken at a college or university other than UVA and yet be considered "inside the College". For example, say you have AP credit, or transfer credit from your local community college for ECON2010. Since ECON2010 is a College course, these credits would count toward the 102 "inside the College" credits you need. In contrast, an ENGR or COMM course taken at UVA would count as "outside the College". So, just because your credit is external transfer credit does not mean it won't count "inside the College". Referring to the information about credits at the link above, and to the "what if" report you created, please fill out the table below:

Number of full-time semesters completed at a college or university other than UVA	
Number of full-time semesters completed at UVA	
Number of transfer credits from OUTSIDE OF UVA (include any non-UVA credits that show up on your transcript, such as dual enrollment, transfer credit, and AP credits, etc.)	
Number of credits earned at UVA so far	
Number of all current credits that will count as "inside the College" or "College-equivalent" (if you aren't sure, you can leave this blank)	

## **Advising in the College**

If you have questions as you are completing this worksheet, please feel free to reach out to Dean Erin Eaker at [ele3a@virginia.edu](mailto:ele3a@virginia.edu). Once you are transferred to the College, your Academic Requirements report in SIS will help you to keep track of which requirements you have fulfilled and which you still need to fulfill. You should also plan to meet with your Association Dean, Dean Elizabeth Ozment ([ewo5n@virginia.edu](mailto:ewo5n@virginia.edu)) as soon as possible after your successful transfer.

## **Application Submission**

Please save this document as a pdf and submit it with your Intra-university Transfer Application Form to the College Registrar at [clasregistrar@virginia.edu](mailto:clasregistrar@virginia.edu). Applications are evaluated and transfers processed by approximately one month after the application deadline. The College Registrar will notify you when this process is complete.