

**UNIVERSITY OF VIRGINIA - UNDERGRADUATE COLLEGE OF ARTS AND SCIENCES
REQUEST FOR TRANSFER OF CREDIT (DO NOT use for foreign study)**

Student: Please type or print in black ink.

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

**you must not be on suspension or suspension-in-abeyance;
you must have a cum. 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: _____

ID# _____

Address _____
(Street)

(City) (State) (Zip code)

cum GPA _____

e-mail _____

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, the first writing requirement, the foreign language, and the area requirements **MUST be taken at U.Va.** The only exception is a course used to fulfill the foreign language requirement taken in the *target language country abroad*.

If you are a degree applicant, consult with the College Registrar (Garrett 102) **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 <https://www.web.virginia.edu/Analyzer/> If the course you wish to take is listed, fill in the course and its equivalent. If the course is not listed, see Gloria Gates in 211C Garrett Hall with a description of the course. If you wish major or minor credit, obtain the approval of the department, then submit to Ms. Gates. 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.

Mnemonic	Number	Course Title	Credits	Check if major or minor credit	Post approval required?
Host _____	_____	_____	_____	_____	_____
UVA _____	_____	_____	_____	_____	_____
Host _____	_____	_____	_____	_____	_____
UVA _____	_____	_____	_____	_____	_____
Host _____	_____	_____	_____	_____	_____
UVA _____	_____	_____	_____	_____	_____

Approval of the College: This is to certify that the applicant has official permission to take the course(s) listed above and apply them toward a degree at UVA. **THIS APPROVAL IS CONDITIONAL UPON THE STUDENT'S HAVING A CUMULATIVE GPA OF AT LEAST 2.0 AND NOT BEING ON 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: _____

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:

2. For elective credit: Check the transfer credit data base at <https://www.web.virginia.edu/Analyzer/>
If the course is listed, enter equivalent on the form. If not, take or mail the form to Gloria Gates, Transfer Credit Evaluator at Garrett 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>

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.

4. Return the form to Garrett Hall: Bring the completed form — or ask the department to send it — to **Gloria Gates** in Garrett Hall. (See the box below.)

5. Garrett Hall approval: Ms. Gates will review the form. If she approves, she will send you the original form. If she denies, she will also inform you.

6. 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>ATTENTION: Ms. Gloria Gates College of Arts and Sciences-Garrett Hall Univ. of Virginia, P.O. Box 400133 Charlottesville, VA 22904-4133</p>
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7. Credit that you may expect: If you have secured prior permission and received a grade of C or better, you will be given credit. Courses passed with an S, P, or credit (Pass) grading option will transfer with full credit only upon verification that they represent work equivalent to a C or better. Such courses also will be counted in the 24-hour 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 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. Credit for courses in any of the centers of the School of Continuing Education is not added routinely to your transcript. Please check with the College Registrar, Garrett Hall 102. **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.**