



COLLEGE OF ARTS & SCIENCES

# REQUEST FOR TRANSFER OF CREDIT

FROM A U. S. INSTITUTION

Last Name	
First Name	
U.Va. ID Card #	
U.Va. email	
Cumulative GPA	
Expected Term of Graduation	Spring    Fall    Summer 20____

**Please read all guidelines and instructions on the reverse before completing this form.**

I request permission to receive transfer credit in the College of Arts & Sciences for the courses below:

**Host Institution:** \_\_\_\_\_

**Dates of enrollment:**    Fall    Spring    Summer    Winter    20 \_\_\_\_

	Mnemonic	Number	Title	Credits	Major /Minor Credit?	Post approval required?
Host						
U.Va.						
Host						
U.Va.						
Host						
U.Va.						
Host						
U.Va.						

**Approval of the College:** The signatures below certify that you have official permission to apply the courses listed above toward a degree at the University of Virginia. **This approval is conditional upon the student and the courses having met the eligibility requirements listed on the reverse.**

\_\_\_\_\_  
Dept. Director of Undergraduate Programs (major/minor credit only)

\_\_\_\_\_  
Transfer Credit Evaluator

I have read and understand all guidelines and instructions on this form. \_\_\_\_\_

Student's Signature

## REQUEST FOR TRANSFER OF CREDIT

FROM A U. S. INSTITUTION

### GUIDELINES FOR TRANSFERRING CREDIT TO THE U.VA COLLEGE OF ARTS & SCIENCES

- **This form is for transfer of credit from U. S. institutions only.** For foreign study, see the International Studies Office.
- **Student Eligibility:** To take courses at another U. S. institution and have the credit transferred to U.Va.: you must not be on academic or disciplinary suspension, suspension-in-abeyance, required leave after consecutive withdrawals or late semester withdrawal, 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. Prior semester withdrawal may preclude eligibility to transfer credit; check with your Association Dean.
- **Credit Eligibility:** Transfer credit is accepted only from (1) a degree-granting institution of higher education in the U.S. which has been fully accredited by a regional accrediting agency; or (2) an institution approved by the Faculty of Arts & Sciences prior to your enrollment in the course. Massive open online courses (Coursera, etc.), for which students do not earn credit on a transcript from an accredited degree-granting institution, **are not eligible** for transfer.
- **You can transfer** courses for elective credit and, with prior departmental approval, for major or minor credit.
- **You cannot transfer** courses to satisfy College general education requirements. After matriculation to U.Va., you **must** fulfill your general education requirements at U.Va. The only exceptions are courses used to fulfill the foreign language requirement, taken abroad in the native-language country, with the language department's prior approval.
- **Credit you can expect:** If you have secured prior permission and receive 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 will also count against the maximum number of ungraded credits allowed in the degree program. **You will receive no more semester hours of transfer credit than you were awarded by the host institution. You may receive fewer.** Quarter hours will be reduced proportionally to their semester hour equivalent. If you already have 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 a degree in the College.
- **Twelve or more credits attempted in a single semester at another institution will constitute one of the eight full-time semesters allotted to each College of Arts & Sciences student.**

### INSTRUCTIONS:

1. **Read** the guidelines above.
2. **List on the reverse** the course number/s and title/s from the **host** institution. Use additional forms as needed.
3. **Check the transfer credit database** at <http://ascs8.eservices.virginia.edu/AsEquivs>. If the course you plan to take is listed, enter the U.Va. equivalent on the form below the host institution information. If not, attach a description of the course/s including the total number of class hours.
4. **For major or minor credit: get departmental approval.** (If not for major or minor credit, you may skip this step.) Use one form for each department. Bring the form to the Director of the Undergraduate Program (or Summer Chair). See <http://college.as.virginia.edu/ugrad-directors>.  
**If approved by the department**, ask them to:
  - (a) **Indicate the U.Va. equivalent** course. If no precise equivalent exists, the advisor can designate the course as a major elective by listing the College equivalent as 2000M, 3000M, or 4000M, depending on 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/minor credit.
  - (c) **Sign the form** where indicated for Director of Undergraduate Programs.
5. **Return** completed form to Erin O'Donnell, College Transfer Credit Evaluator: [erin@virginia.edu](mailto:erin@virginia.edu) or 201C Monroe Hall.
6. **College Approval:** The College Transfer Credit Evaluator will review your form. If approved, a copy of the approved form will be returned to you via email. If denied, you will be informed.
7. **Posting credit** to your U.Va. transcript: Once you have completed the course, **request that the host institution send your official transcript electronically to: [erin@virginia.edu](mailto:erin@virginia.edu) or by mail to:**

ATTENTION: Erin O'Donnell  
U. Va. College of Arts & Sciences  
P. O. Box 400133  
Charlottesville, VA 22904-4133