

## REQUEST FOR TRANSFER OF UNDERGRADUATE CREDIT FROM U.S. INSTITUTIONS

Today's date \_\_\_\_\_ Name of Advisor \_\_\_\_\_

Student Name: \_\_\_\_\_ Email Address \_\_\_\_\_

U.Va. ID# \_\_\_\_\_ School/Major \_\_\_\_\_

**What you *can transfer*:** with **prior approval**, credits for elective, area/competency, and major/minor (must receive respective Department's approval) requirements.

**What you *cannot transfer*:** after matriculation you **MUST** take the first and second writing and core program requirements **at UVA**.

If you are seeking general elective credit, check the transfer credit database (<http://ascs8.eservices.virginia.edu/AsEquivs>). If the course you wish to transfer is listed, fill in the course and its equivalent (use separate forms for each institution you attended.) Obtain required signatures. Once acted on by all parties, you will receive a copy of the form for your records.

**FOLLOW DIRECTIONS ON PAGE 2 OF THIS DOCUMENT WHEN SEEKING APPROVAL FOR COURSE TRANSFERS THAT ARE NOT ON THE TRANSFER CREDIT ANALYZER.**

I request permission to receive transfer credit in the School of Education and Human Development for the course(s) listed below that were be taken at \_\_\_\_\_ during summer \_\_\_\_, fall \_\_\_\_, spring \_\_\_\_ of \_\_\_\_\_ (year).

Host Institution (course title and number)	Credits	UVA (course title and number)	Credits	Credit Used for:	Post-approval
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

\_\_\_\_\_  
Education and Human Development Advisor

\_\_\_\_\_  
Department Representative (for non-Education major/minor credit)

\_\_\_\_\_  
Academic Coordinator

\_\_\_\_\_  
Student's Signature

To transfer credits taken at an accredited degree-granting institution of higher education in the United States that is not listed in the UVA transfer credit analyzer you must do the following:

1. **For general elective credit:** Email Ryan Sherman ([rps4mn@virginia.edu](mailto:rps4mn@virginia.edu)) a description of the course and/or syllabus, including the total number of credit hours. Ryan Sherman will determine the UVA equivalent.
2. **For non-Education major or minor credit:** Get the department's approval from the Director of Undergraduate Programs or department representative.
3. Meet with your **EHD Advisor** to discuss your plan and get this form signed.
4. Return the physical form to **Ridley Hall, Room 102** (Admissions and Student Affairs) or email an electronic copy to Ryan Sherman ([rps4mn@virginia.edu](mailto:rps4mn@virginia.edu)).
5. Once your request has been approved you will receive a copy of the form to keep for your records.
6. Credit that you may expect: If you have 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 will be counted toward total 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. Quarter hours will be reduced proportionally to their semester hour equivalent.
7. No more than **60 non-UVA** credits (including transfer and test credit) can count toward the degree at UVA.
8. **Getting credit posted to your UVA record:** After you complete the course(s), request that the host institution send your official transcript electronically (if possible) to: [rps4mn@virginia.edu](mailto:rps4mn@virginia.edu) or by mail to the P.O. Box below.

Attention: Transfer Credit  
School of Education and Human Development  
P.O. Box 400261  
Charlottesville, VA 22904-4261