

Request Approval of Transfer Credits

Student Name
(last, first middle)

Comp ID
(e.g. mst3k)

SIS ID
(office use)

Program

Degree Plan

Name of Institution

Name of Equivalent Degree

Semester or Quarter System

Official classification of student when courses were taken:

**** Must be processed at least two weeks prior to graduation date (including receipt of official transcript with final grade).**

Official transcript must be attached to this form before credits can be recorded in SIS. Courses counted toward another degree may not be transferred, and only courses with a grade of B or better may be transferred.

Attach a catalogue statement of course level and grading system that justifies classification of these courses as equivalent to 5000 level or above UVA courses, and **course descriptions**.

Each course must be equivalent to a UVA course, and must be approved by the department of the equivalent UVA course. If there is no equivalent UVT course, a special topics course may be appropriate.

**** Limits for number of credits:** 6 for MS, 12 for ME, 15 within the consortium for ME-CGEP/VEO

***NOTE:** Grades will be entered by Office of Graduate Programs Registrar

Transfer Course Number and Title

Credit *Grade

Date

UVA Equivalent Course Number and Title

APPROVAL

Advisor or Advisory Committee:

Program:
of student

Program:
*of UVA equivalent course
(if different from above)*

Office of Graduate Programs:

NOTES

(Office of Graduate Programs use only)