COURSE APPROVAL FOR TRANSFER CREDIT

Virginia Military Institute

_____ _____ _____ _____ _____ _____

Last Name *First Name* *Initial* *Major* *Class Year* *Date*

*College you plan to attend:*_____ *Address:*_____

*Term of attendance:*_____ *System:* ☐ *Semester* ☐ *Quarter* ☐ *Other:*_____

*If any of the requested approvals are internet-based courses, please identify:*_____

Please complete and attach a description of all courses you plan to take. To assure transferability all courses ***must*** *be pre-approved.*

Course Number	Course Title	Semester Hours	VMI Equivalent Course Number	VMI Hours	Department Head Approval

NOTES TO CADET:

1) *Attach to this form a marked up copy of the college catalog (or copies of the appropriate pages) showing the course you wish to substitute for VMI courses. NOTE: Only courses from regionally accredited institutions will be accepted for transfer.*
2) *The original (white) copy of the form is to be sent to the college you plan to attend.*
3) *Request that an official transcript of your grade(s) be sent to the VMI Registrar, 303 Carroll Hall, Lexington, Virginia 24450 when you have completed the course(s).* ***Important Note:*** *For cadets using transfer credit to complete degree requirements -- official certification of final grade(s) must be into the VMI Registrar's Office one week prior to the date in which the degree is to be conferred. It is the responsibility of the cadet to assure that all deadlines are met.*
4) *In order to transfer hours to VMI, a grade of "C" or better must be earned in the course (Pass/Fail will not be accepted.)*
5) *Summer, winter session and internet course transfer credit is limited to* ***18*** *semester hours during your cadetship. If you plan to take these courses during these periods, how many hours have you already transferred?*_____
6) *Approval of transfer credit does not automatically mean that the courses will improve your academic standing. If you need to earn credit or hours for readmission, you should contact your academic advisor or Registrar's Office directly and request an assessment of your academic history be conducted.*

☐ *The above-named student is in good standing at the Virginia Military Institute and wishes to earn credit for the courses shown.*

☐ *The above-named student attended the Virginia Military Institute and wishes to earn credit for readmission or graduation.*

*COMMENTS:*_____

*APPROVED:*_____ *APPROVED:*_____

Department Head Approval (of Cadet's Major) *Registrar's Office*

Head of _____*Department*