



AVERETT UNIVERSITY

SINCE 1859

420 West Main Street Danville, VA 24541
 Phone: (434) 791-5634 Fax: (434) 791-7181

REQUEST TO TAKE COURSEWORK ELSEWHERE

Transfer credit may not be used to replace any grade previously earned at Averett.

Grades do not transfer.

Student name: _____

Student ID Number: P000 _____

I intend to take the following courses at: _____
(name and location of accredited college)

For what term? _____

Do you need to be withdrawn from classes? _____
Yes No

TO BE COMPLETED BY STUDENT

Please Note: If a course is listed in the transfer guide, the student is responsible for checking with the Registrar's Office and obtaining approval from their advisor (traditional students) or SSC (non-traditional/online students).

DEPT COURSE ID	COURSE TITLE	SEM/QTR HOURS	**AVERETT EQUIVALENT	SEM HOURS	Advisor/SSC Initials

**If no equivalent course exists, the dept may indicate general elective, general education elective or major elective credit.
 (**Example: Gen Elect, Soc Sci Elect, or BSA Elect)

Important information:

Actual credit awarded is dependent on actual credit earned at the transfer institution and is posted after the official transcript is received.

A catalog description is required to be attached if the course is not in the transfer guide.

A grade of "C" or better must be earned and an official transcript must be mailed to the Averett University Registrar's Office by the transfer institution in order to be awarded transfer credit. In addition, this course may not duplicate work completed at Averett.

The final 30 semester hours toward a degree must be earned at Averett University.

I understand the restrictions and my responsibilities associated with taking course work at another institution and the policy transferring coursework back to Averett University.

_____ **Student's Signature** _____ **Phone Number**

Mailing Address: _____

Registrar: _____ **Date:** _____