



# Transfer of Credit Approval Form

## Office of the Registrar

3<sup>rd</sup> Floor, Prothro Hall  
 PO Box 1059  
 Phone: (434) 381-6179 | Fax: (434) 381-6484  
 Email: [registrar@sbc.edu](mailto:registrar@sbc.edu)

Student Name: \_\_\_\_\_ SBC ID: \_\_\_\_\_

SBC Email address: \_\_\_\_\_@sbc.edu Grad Year: 20\_\_\_\_ Campus PO Box: \_\_\_\_\_

Major(s): \_\_\_\_\_

Minor(s)/Certificate(s): \_\_\_\_\_ Semester of Study (term/year)\*\*: \_\_\_\_\_

Institution: \_\_\_\_\_

Institutions Location: \_\_\_\_\_

Unit of Credit Awarded: Semester Hours \_\_\_\_ Quarter Hours \_\_\_\_ Other \_\_\_\_ (Specify) \_\_\_\_\_

Courses Planning to take ( ATTACH COURSE DESCRIPTIONS):

DEPT.	COUR NUM	COURSE TITLE	CRED VAL	SBC EQUIV/GEN ED FULFILLED	DEPARTMENT APPROVAL*

\*Departmental Approval is needed if the course will be used to fulfill a Major, Minor, Certificate, or General Education Requirement. In order to have credits transferred, you must request an official transcript be sent to SBC-Registrar's Office, PO Box 1059, Sweet Briar, VA 24595. With the exception of Lynchburg College and Randolph College, grades do NOT transfer to SBC. Refer to the College Catalog for the complete Transfer Policy. Transfer contingent upon Registrar's Approval.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Advisor

\_\_\_\_\_  
Date

For Faculty or Office Use only

Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approval of the Registrar's Office

\_\_\_\_\_  
Date

Emails detailing approval or denial of this request will be sent to the student and to the Faculty Advisor.

\*\*Separate form required for each semester of study.