Transfer of Credit Approval Form

Office of the Registrar

3rd Floor, Prothro Hall
PO Box 1059
Phone: (434) 381-6179 | Fax: (434) 381-6484
Email: 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.	COURSE NUMBER	COURSE TITLE	CREDIT VALUE	SBC EQUIVALENT	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 University of Lynchburg 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:

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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.