THE UNIVERSITY of NORTH CAROLINA
GREENSBORO

Undergraduate Transfer Credit Form

Pre-approval Evaluation

URO
University Registrar's Office

Do Not Use This Form for International Courses that are Not Designated Study Abroad.

Important Transfer Credit Policies

- A passing grade (a "C" or higher) is required to receive transfer credit at UNCG.
- Grades earned at other institutions do not factor into the UNCG Grade Point Average. Transferred courses cannot apply toward a formal grade replacement request.
- If a course or its equivalent is taken more than once for credit and is not repeatable for credit, credit will be applied toward degree requirements only once. No additional credit will be earned where students repeat a course at another institution but previously earned a "D-" or higher at UNCG.
- A final academic transcript must be sent at the end of the term to: University Registrar's Office, UNCG, PO Box 26170, Greensboro, NC 27402-6170. Students may also hand-deliver a sealed copy of their transcript to 180 Mossman Building on the UNCG campus.
- Courses will transfer in compliance with the UNCG Transfer Credit Regulations and Transfer Credit policies detailed in the *Undergraduate Bulletin*.

Directions

- Do not sign this form. Signatures must be obtained from the appropriate departmental authority or the University Registrar's Office.
- Catalog descriptions must be submitted for courses taken at out-of-state institutions. When seeking Writing Intensive and/or Speaking Intensive credit, a course syllabus is also required.
- Form must be returned to University Registrar's Office if it is signed by a UNCG academic department.

Full Legal Name: _____ (*Last* / *First* / *Middle*) Student ID #: _____ Telephone #: _____

E-mail Address: _____ Major: _____

Visiting Institution: _____ (*Name* / *City* / *State*)

List Courses at the Visiting Institution for Pre-approval Evaluation

Student completes.			*Department or URO completes.*	
Department	Course #	Course Title	Departmental Substitution/Equivalent Course	GEC

_____ *Department* _____ **Authorized Signature* _____ *Date* _____ *University Registrar's Office Approval* _____ *Date*

**Authorized Signature—*
If course is a major requirement, please equate or list in Departmental Substitution/Equivalent Course column as a major requirement.

UROC 10/2011

University Registrar's Office • 180 Mossman Building, UNCG • PO Box 26170, Greensboro NC 27402-6170 • 336/334-5946 • (Fax) 336/334-3649