

**RANDOLPH COLLEGE
TRANSFER OF CREDIT APPROVAL FORM**

STUDENT'S NAME: _____ **GRAD YR:** _____
(Last) (First) (Middle Initial)

DATES OF STUDY: _____ Fall Sem. or _____ Spring Sem. or _____ Summer Sem.
(Year) (Year) (Year)

TYPE OF STUDY: _____ SUMMER SCHOOL _____ DOMESTIC STUDY _____ STUDY ABROAD

Host Institution: _____

Host Institution's Location (city, state, country): _____

Host Institution's Unit of Credit: _____ Quarter Hours _____ Semester Hours (Randolph College uses) _____ Units

Host Institution's Course Delivery Format: _____ Face-to-Face (Classroom) _____ Online (Web-based) _____ Combination

Courses Planning to Take (ATTACH COURSE DESCRIPTIONS):

Dept.	Course #	Course Title	Credit Value	Randolph College Requirement to be Fulfilled*	Department Approval**

* If for a major or minor requirement, state the program requirement; if for General Education, state the specific requirement (e.g. II A 1); or if elective, state elective. If equivalent to a specific Randolph College course, please list that course. Unless an affiliated program, grades do not transfer; however, please note that grades for all courses taken elsewhere are included in the academic average required for graduation honors.

**Department approval preferred & required if fulfilling a major, minor, or General Education requirement (EXCEPTION: department approval not required for courses listed on the Virginia Community Colleges Transfer Guide.)

Signature of Student Date

Name of Faculty Advisor 1

Signature of Faculty Advisor 1 Date

Name of Faculty Advisor 2

Signature of Faculty Advisor 2 Date

For Faculty or Office Use Only
 Is this an affiliated program? ___ Yes ___ No (If yes, grades transfer and are include in the Randolph college academic average.
 Comments: _____

Signature of Registrar Date