| Last Name | |
|---|---|
| First Name | |
| UVA ID # | |
| UVA email | |

## INTRA-UNIVERSITY TRANSFER WORKSHEET A

**NOTE: This worksheet is ONLY for those students who started at UVA prior to 2020 *as first year students* and who are applying for transfer to the College of Arts and Sciences from the UVA Schools of Architecture, Engineering, Nursing, Education, Public Policy or Commerce. (Students who started at UVA in Fall 2020 or later as first year students should use IUT worksheet B; students who started at UVA as transfer students should use IUT worksheet C.)**

Thank you for your interest in applying for intra-university transfer to the College of Arts and Sciences at UVA. If you have not determined your eligibility to apply for transfer, please see the **Eligibility Criteria** here: https://college.as.virginia.edu/transfer. This worksheet will walk you through what you need to know for a successful transfer to the College. Please follow the links below and read carefully so that you understand all relevant policies and curricular requirements for College students. You must submit this completed worksheet with your IUT Application Form.

## General Education Requirements

College students typically spend their first two years completing general education requirements and pre-requisite courses for their chosen major(s). The College has different general education pathways and your pathway is the Traditional Curriculum. The Traditional Curriculum includes both Competency and Area Requirements. Before you fill out the worksheet below, you should read the information on the following pages very carefully, making sure to follow additional links found on these pages where necessary:
https://college.as.virginia.edu/requirements
https://gen-ed.as.virginia.edu/traditional-curriculum
https://writingrhetoric.as.virginia.edu/requirements
Once you have studied the information at the links above, please chart out your plan for completing the College's Traditional Curriculum requirements below. Note that once you are a UVA student, all general education requirements must be fulfilled at UVA.

### Competency Requirements

First Writing Requirement— Please indicate which course(s) you plan to take based on the placement information provided at the link above. You may have taken a course in your current school of enrollment that satisfies this requirement. If not, you must satisfy this requirement as soon as you transfer to the College.

ENWR 1505 and 1506 (6 credits) **or**

ENWR 1507 and ENWR 1508 (6 credits) **or**

ENWR 1510 (3 credits) **or**

ENWR advanced course (3 credits) **or**

I have completed the requirement already, by taking _____

Foreign Language (0-14 credits)

____I have completed this requirement, or I am exempt because of test scores.

 **or**

I plan to complete this requirement in the following semester(s) _____ by taking the
following course(s)_____

Second Writing Requirement (3 credits)

I have completed the requirement by taking the following course_____

**or**

I plan to complete in the following semester_____

## **Area Requirements**

To see which courses count for each Area Requirements category, see: https://gen-
ed.as.virginia.edu/traditional-curriculum/areas  If you have taken a class which you believe
satisfies a requirement, please indicate this in the space provided.  If you have not, leave that
space blank and indicate *when* you plan to satisfy the requirement.

Social Sciences (3 credits from two different *departments*; 6 credits total)

_____ **or** I will take in _____

_____ **or** I will take in _____

Humanities (3 credits from 2 different *categories*; 6 credits total)

_____ **or** I will take in _____

_____ **or** I will take in _____

Historical Studies (3 credits)

_____ **or** I will take in _____

Non-Western Perspectives (3 credits)

_____ **or** I will take in _____

Math/Science (12 credits from at least two different departments)

_____ **or** I will take in _____

_____ **or** I will take in _____

_____ **or** I will take in _____

_____ **or** I will take in

Notes:

Courses used to fulfill College Area Requirements may also be counted toward a first major, second major or minor.

One course (including cross-listed courses) may simultaneously meet no more than two Area Requirements; it may also satisfy the Second Writing Requirement.

## <u>Major Requirements:</u>

In addition to fulfilling your General Education requirements, you must also fulfill the requirements for a major.  You must declare a major by the end of your 4<sup>th</sup> semester.  Some College majors require an application.  Almost all require that you complete certain "prerequisite" classes before you can declare the major.  For that reason, it is important for you to identify a major that you are interested in and find out whether it requires an application and/or what the prerequisite classes are for that major.  Spend some time exploring the College majors at the link below. From there you can follow the links to the webpages of the majors you are interested in to learn about the application process and/or prerequisite classes. https://college.as.virginia.edu/degreeprograms

Please also read the information here: https://college.as.virginia.edu/declaremajor https://college.as.virginia.edu/ugrad-directors

Next, fill out the information below:

I am interested in declaring the following major:_____

This major requires an application                    The application deadline is: _____

The Director of the Undergraduate Program for this major is: _____

The **prerequisites** for declaring this major are as follows.  (If you have already taken a prerequisite class, please indicate the grade you received in parentheses.  If you have not, please indicate when you plan to take it in parentheses.)

_____
_____
_____
_____
_____
_____
_____
_____

Note: If you are applying in your 4<sup>th</sup> semester or later, you must be able to defer or declare your major as you apply for transfer to the College.  If you are in your 4<sup>th</sup> semester or later, please affirm below that you have communicated with the relevant contact person in your prospective major department and that you have submitted a declaration (or deferral) of major form here: https://college.as.virginia.edu/student-forms.  If there is a barrier to your doing so, please explain below.  A major cannot be deferred beyond your 5<sup>th</sup> semester.

## **Credit Requirements in the College**

Please review the information here: https://college.as.virginia.edu/credits

As explained on the page linked above, a minimum of 102 credits of the 120 needed to graduate from the College must be from courses considered "inside the College" or "College-equivalent".  Most of the courses that are taken at other UVA schools (e.g., COMM1800, ENGR1624, etc.) count as "outside the College".  As an intra-university transfer student, you are likely to have credits that count as "outside the College" and so you must plan carefully to meet the credit requirements of the College.  (Somewhat confusingly, a class could be taken outside of UVA and yet be considered "inside the College".  For example, you could have transfer or AP credit for ECON2010 and this would still count "inside the College" whereas an ENGR course taken at UVA would count as "outside the College".)  Referring to the information about credits at the link above, please fill out the table below.

| | |
|---|---|
| Number of full-time semesters completed at UVA | |
| Number of full-time semesters completed at a college or university other than UVA | |
| Number of transfer credits from OUTSIDE OF UVA (include any non-UVA credits that show up on your transcript, such as dual enrollment, transfer credit, and AP credits, etc.) | |
| Number of credits earned at UVA so far | |
| Number of current credits that will count as "inside the College" or "College-equivalent" (if you aren't sure, you can leave this blank) | |

## Advising in the College

If you have questions as you are completing this worksheet, please feel free to reach out to Dean Erin Eaker at ele3a@virginia.edu.  Once you are transferred to the College, your Academic Requirements report in SIS will help you to keep track of which requirements you have fulfilled and which you still need to fulfill.  You will also have an Association Dean to whom you can turn for help and advice.  You can find your Association Dean here: https://college.as.virginia.edu/association-deans.

## Application Submission

Please save this document as a pdf and submit it with your Intra-university Transfer Application Form to the College Registrar at clasregistrar@virginia.edu.  Applications are evaluated and transfers processed by approximately one month after the application deadline.  The College Registrar will notify you when this process is complete.