Virginia Commonwealth University

REQUEST TO TAKE COURSES AT ANOTHER INSTITUTION

STUDENT NAME _____
Last First MI

STUDENT ID NUMBER | | | | | | | | | | VCU EMAIL ADDRESS _____

VCU SCHOOL/COLLEGE _____ MAJOR _____

NAME OF OTHER INSTITUTION _____

LOCATION OF OTHER INSTITUTION _____
City State

SEMESTER ☐ Fall ☐ Summer ☐ Spring YEAR _____

COURSES TO BE TAKEN AT OTHER INSTITUTION

Course Title _____

Department	Course	Credits	.	VCU Equivalent

Course Title _____

Department	Course	Credits	.	VCU Equivalent

Course Title _____

Department	Course	Credits	.	VCU Equivalent

Course Title _____

Department	Course	Credits	.	VCU Equivalent

PLEASE NOTE THE FOLLOWING:

- Students who are academically ineligible to register for courses at VCU may be restricted from enrolling at other institutions as well. This is determined by the other institution. However, these students are not restricted from registering for courses in the Virginia Community College System, and these courses are transferable back to VCU upon a student's readmission to VCU according to the transfer equivalencies established on the VCU transfer guide www.transferguide.vcu.edu
- All credits earned at another institution that will cause a student to violate the requirement that 30 of the last 45 credits be earned at VCU must have prior approval from the Academic Regulations Appeals Committee.
- Upon completion of any off-campus courses, the student is responsible for having one transcript sent to: Virginia Commonwealth University, Transfer Center, P.O. Box 842532, Richmond, VA 23284-2532.
- Special note for financial aid recipients: Please note that in most cases, credits taken at another institution will not be counted towards enrollment level for financial aid purposes at VCU. Contact the VCU Office of Financial Aid if you have any questions.

Upon approval, this request also may serve as certification that the student named has permission to take the course(s) indicated during the specified year and semester at the specified other institution, provided the student meets the qualifications for enrollment as established by the other institution. This document is not valid until all signatures are obtained.

Recommended - Adviser's Signature: _____ Date: _____

Approved - Dean's Signature: _____ Date: _____

Transfer Center Director's Signature: _____ Date: _____

Virginia Commonwealth University
Transfer Center
P.O. Box 842532
Richmond, VA 23284-2532

VCU is an EEO/AA institution. ENR11112-207