

Permission to Take Courses for Transfer Credit

Transfer credit will only be awarded for courses in which the student earns a "C" or better ("C-" or below will not be accepted). If the course(s) are NOT taken at a VIRGINIA COMMUNITY COLLEGE you need the signature of the chair of the department to which the course relates before returning this form to the Registrar's Office.

Student Name:	
Student ID Number:	
Address:	
Major:	
GPA:	
Class Standing:	____ FR ____ SO ____ JR ____ SR
Total Previous Transfer Hours from:	_____ 2 Year School _____ 4 Year School
Name of College you plan to attend:	
Address of College:	

Department	Course #	Course Title	Credit Hour	RU Equivalent

By signing below, I certify that I do not have credit for any of the above courses at Radford University:

Students Signature: _____ Date: _____

Chairperson Approval: _____ Date: _____

It is the student's responsibility to request an official transcript be sent to the Registrar's Office at RU after final grades have been processed at the school from which the course is to be transferred. The address to which the transcript should be sent is: Radford University, Registrar's Office, P.O. Box 6904, Radford, VA 24142.