



TRANSFER CREDIT AUTHORIZATION FORM

NAME: _____ L#: _____

EMAIL: _____

CLASSIFICATION: ___FR ___SO ___JR ___SR MAJOR: _____

TRANSFER INSTITUTION: _____

TERM COURSE IS OFFERED: _____

TRANSFER COURSE	CREDITS	LONGWOOD EQUIVALENT	CREDITS
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Authorized by: _____ Date: _____

INSTRUCTIONS

Use the [Transfer Equivalency System](#) to compare Longwood courses to courses at the institution of your choice, then complete this form and email to Dr. Wade Edwards at edwardswa@longwood.edu. Please note the following policies:

- Transfer credit will be awarded only for approved courses in which the undergraduate student earns a grade of "C" or higher and apply to degree completion.
- A student's grade point average is based only on course work completed at Longwood.
- Students are strongly discouraged from repeating courses completed at Longwood, as the grade will not replace the grade earned at Longwood.
- A minimum of 25% of the courses applied to the degree must be earned at Longwood with at least 30 hours at the 300/400 level.

Registration, fees, and transcript requests from the transfer institution are your responsibility. Upon completion of the course(s), you must have a copy of your official transcript sent to:

**OFFICE OF THE REGISTRAR
LONGWOOD UNIVERSITY
201 HIGH STREET
FARMVILLE, VA 23909**