



COLLEGE OF SCIENCE

AUTHORIZATION TO TAKE COURSES ELSEWHERE - EDUCATION / STUDY ABROAD -

100 COSA (0405)
Blacksburg, VA 24061
Phone: (540) 231-5144
Fax: (540) 231-3380

Instructions:

1. Meet with academic advisor to discuss taking courses elsewhere and have advisor or approved departmental representative sign this form.
2. Go to Education/Study Abroad Office (location) to complete appropriate paperwork and pay necessary fees involved with Study Abroad Programs. Have representative from Study Abroad Office sign this form. (Study Abroad office will determine if the institution you plan to attend is regionally accredited)
3. Attach to this form a course description for each class you plan to take elsewhere and return to 100 COSA for final approval. (Approval will be delayed until descriptions are received).
4. Upon completion of the course(s), request that an official transcript be sent to: Virginia Tech, University Registrar, 250 Student Services Building (0134), Blacksburg, VA 24061
5. This authorization is based on information available at this point in time and is subject to change. Once transfer credit is awarded, students must confirm that it is consistent with what is on this form. If there are inconsistencies please contact your academic dean's office at the address above.
6. Authorization is denied if you are on academic suspension when you take the course(s).
7. There are many details to the study abroad process. Please allow 3 months for final approval. Once final approval is granted, a copy of this form will be mailed to the address you list below.
8. **It is the student's responsibility to provide English translated copy of all international transcripts and course descriptions.**

Policies Governing Transfer Credit to Virginia Tech:

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| <ol style="list-style-type: none"> 1. Courses must be taken at an accredited college or university. 2. Correspondence courses will not transfer. 3. Only courses with a grade of "C" or better will transfer. 4. If possible, take only courses for which VT offers an equivalent course. | <ol style="list-style-type: none"> 5. Courses must be college-parallel, not terminal courses in a vocational program. 6. Only credits transfer, grades do not transfer. 7. Of the last 45 hours before graduation, only 18 semester hours can be transferred. 8. Juniors and seniors should go to www.registrar.vt.edu and apply for graduation and run their DARS to understand how the study abroad courses might impact their plan of study. |
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Name: _____ ID#: _____ Level: Fr So Jr Sr Advisor: _____
Last First M.I.

Major: _____ Current # of Transfer Credits: _____ Local Phone #: _____ Email: _____

Address: _____

Name & web address of institution you will be attending: _____

(Country in which institution is located) _____

Is this a study abroad that is administered through a United States college or University? no yes, please specify: _____

Semester you will be attending this institution: Fall Spring Summer Year: 20____

Courses to be taken elsewhere:			Virginia Tech Equivalent			Dean's Office Approval	
Dept & Course #	Course Title	# of sem. hrs.	Dept & Course #	Course Title	# of sem. hrs.	Update Database	Update Student Record

Please allow a minimum of two weeks for processing of this request.

Additional courses can be listed on back →

Student Signature **Date**
 Student Signature above affirms that the student understands transfer credit policies, has reviewed plan of study (DARS for Juniors and Seniors).

Dept. Signature **Date**
 Dept. Signature above affirms that student has discussed his/her plan with academic advisor but does not guarantee transfer credit approval.

Education / Study Abroad Office **Date**
 Signature above affirms that study abroad plans have been reviewed, all necessary paperwork has been completed, and accreditation confirmed.

****Authorization is denied if student is placed on Academic Suspension.****

