

AUTHORIZATION TO TAKE COURSES ELSEWHERE (within the United States) College of Science

Instructions for completing this form:

Complete the table below by using the following resources:

- If attending a Virginia Community College refer to the VCCS Transfer Guide (<http://www.registrar.vt.edu/tranguide/index.html>). ONLY classes listed in the current guide are approved to transfer for the current year; No other courses will be considered at this time.
 - If attending a 4-year institution in Virginia or any out-of-state institution, refer to the Transfer Equivalency Database ("TEDB") <http://www.registrar.vt.edu/tranguide/index.html>. If courses listed below are not listed on the TEDB attach course descriptions for each course. Courses are periodically reevaluated, final authorization will be determined by the Dean's Office.
1. Discuss taking courses elsewhere in advance with advisor and/or have the appropriate departmental representative sign this form (see back of sheet for list of representatives).
 2. Turn completed form into 100 COSA for Dean's Office approval PRIOR to taking courses. **Please allow a minimum of 2 weeks for approval process.** An email will be sent to students indicating the Dean's Office approval or provide further information if course equivalency is not approved.
 3. IMPORTANT: Upon completion of the course(s), request that an official transcript be sent to University Registrar – Virginia Tech, 250 Student Services Building (0134), Blacksburg, VA 24061
 4. Once transfer credit is awarded, students must confirm on Hokie Spa that it is consistent with what is on this form. If there are inconsistencies, please contact Susan Haymore (shaymore@vt.edu).
 5. Courses taken elsewhere while a student is on suspension will not transfer to Virginia Tech.

Policies governing transfer of credit to Virginia Tech:

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.
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 will transfer.
8. To graduate, at least 25% of total credits must be from VT
9. No more than 60 credits from a community college will be transferred

Name: _____ ID#: _____ Level: Fr So Jr Sr Advisor: _____
Last First M.I.

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

Local Address: _____

Name & location (city/state) of institution you will be attending: _____

Web site address of institution you will be attending: _____

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

*Additional courses can be listed on back

Student Signature Date
(Represents student's request to take courses listed above)

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

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

