

COLLEGE OF SCIENCE
AUTHORIZATION TO TAKE COURSES ELSEWHERE (UNITED STATES)



If you are taking classes at a **Virginia Community College System (VCCS)** you **do not** need to complete the Authorization to Take Courses Elsewhere (US) Form. VCCS courses have been pre-approved and are listed in the VCCS Course Equivalents transfer guide: <https://transferguide.registrar.vt.edu/>.

If you are seeking to take courses at an international institution, please use the **Authorization to Take Courses Elsewhere (Study Abroad) Form** instead.

INSTRUCTIONS FOR COMPLETING THIS FORM

- When intending to transfer courses to Virginia Tech, use the databases below to determine course equivalency. The databases can be found at <https://transferguide.registrar.vt.edu/>.

Types of Transfer Credit	Database to Use	Notes
If you plan to attend a college in the Virginia Community College System (VCCS)	VCCS Course Equivalents	You do not need to complete the Authorization to Take Courses Elsewhere Form. VCCS courses have been pre-approved.
If you plan to attend any institution outside of the Virginia Community College System	Transfer Equivalency Database	If your course is not on this database, please attach the course syllabus with this form for review of course equivalency. You can obtain the syllabus from the transfer institution.

- Discuss taking courses elsewhere with your academic advisor PRIOR to taking course(s) elsewhere and have the appropriate departmental representative sign this form.
- Submit this form to your academic advisor. Your academic advisor will submit it to the College of Science Dean’s Office for processing. Please allow a minimum of 3 weeks for the review process. You will receive an email when the request form has been reviewed.
- If the transfer institution requires a letter of good standing or enrollment certification, this can be obtained by completing the Self-Service Enrollment Verification Form on your [HokieSpa](https://www.registrar.vt.edu/academic-records/Certifications-Verifications.html) (<https://www.registrar.vt.edu/academic-records/Certifications-Verifications.html>).
- Upon completion of the course(s) at the transfer institution, the student must request an official transcript be sent to Virginia Tech’s University Registrar electronically or by mail: **Office of the University Registrar, Virginia Tech, Student Services Building, Suite 250, 800 Washington Street SW, Blacksburg, VA 24061.**
- Once the transfer credit is awarded, the student must confirm in HokieSpa that it is consistent with your initial authorization. If there are inconsistencies, please contact the College of Science Advising Office (cosadvising@vt.edu).

POLICIES GOVERNING TRANSFER CREDITS TO VIRGINIA TECH

- If prior approval is not obtained for your course(s), you may not receive transfer credit.
- Courses must be taken at a regionally accredited college or university.
- Correspondence courses will not transfer.
- Courses with a grade of “C” or better will transfer.
- A course completed at Virginia Tech takes priority over an equivalent transfer course, regardless of when the transfer course is taken or the grade earned.
- Courses must be college-parallel, not terminal courses in a vocational program.
- Grades do not transfer, only credits transfer.
- Of the last 45 credit hours before graduation, only 18 credit hours will transfer.
- For students pursuing a second degree, the additional 30 credits required for the second degree must be completed at Virginia Tech. No transfer credit can be used for the additional 30 credits required for the second degree.
- To graduate with a Virginia Tech degree, a minimum of 25% of total credits for major and minors must be taken at Virginia Tech.

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POLICIES GOVERNING TRANSFER CREDITS TO VIRGINIA TECH (Continued)

- 11. No more than 50% of credits required for a degree may be transferred from a community college (maximum of 60 credits for College of Science majors).
- 12. It is the student's responsibility to contact the [Office of University Scholarships and Financial Aid](#) to determine any impact on financial aid.
- 13. **Courses taken elsewhere while a student is on suspension will not transfer.**

Term Requesting to Take Courses Elsewhere: Fall Winter Spring Summer Year _____

First Initial & Last Name _____ Last 4 Digits of Student ID _____ Class Level FR SO JR SR

VT Email _____ Phone # _____ Current Academic Advisor _____

Primary Major _____ Secondary Major(s) _____ Overall GPA _____

Minor(s) _____ College/University you plan to take courses at _____

City & State the Institution is located _____ Website of the institution _____

Are these credits going to be used towards your **SECOND** degree? Yes No
 If you answered YES, STOP! Read #9 of policies governing transfer credits to Virginia Tech in the previous page.

From [HokieSpa](#), use your **unofficial academic transcript** to complete boxes A-E below. Use your Degree Audit Reporting System (DARS) from HokieSpa to complete box F.

BOX		Credits
A	Number of AP/IB/CLEP credit hours transferred	
B	Number of credits transferred from a 4-year institution (<i>institutions granting a bachelor's degree</i>)	
C	Number of credits transferred from a community college (<i>maximum of 60 credits for College of Science majors</i>)	
D	Number of credits completed at Virginia Tech (<i>do not include transfer credits or courses you are currently enrolled in</i>)	
E	Number of credits with an Incomplete (I) grade (<i>do not count courses you are currently registered for or Course Withdrawals</i>)	
F	Number of credits left to complete your primary degree (<i>Of the last 45 credits left before graduation, only 18 credits may transfer</i>)	
G	Number of credits you are requesting to transfer back to Virginia Tech	

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Course(s) to be taken elsewhere			Virginia Tech Equivalent Course(s)			Academic Advisor Use Only			
Course Information	Course Title	# of Credits	Course Information	Course Title	# of Credits	Student has earned credit for a course that duplicates the VT equivalent course (disregard course withdrawals)		Student has previously taken the requested VT equivalent course and earned a grade of D- or better	
EX: MATH 113	Analytic Geometry & Calculus I	4	MATH 1225	Calculus of Single Variable	4	No	Yes	No	Yes
						No	Yes	No	Yes
						No	Yes	No	Yes
						No	Yes	No	Yes
						No	Yes	No	Yes
						No	Yes	No	Yes
						No	Yes	No	Yes
						No	Yes	No	Yes
						No	Yes	No	Yes
						No	Yes	No	Yes

**Final authorization will be determined by the College of Science Dean’s Office.
Please allow a minimum of 3 weeks for the review process. You will receive an email when the request form has been reviewed.**

Authorization is DENIED if the student is placed on Academic Suspension

If you need further assistance, please email the College of Science Advising Office at cosadvising@vt.edu or call (540) 231-5422.

STUDENT SIGNATURE

(By signing this form, I signify I have read and understand the policies and procedures governing Authorization to Take Courses Elsewhere)

DATE

ACADEMIC ADVISOR SIGNATURE

(Academic signature above affirms the student has discussed this plan with an academic advisor but does not guarantee final transfer credit approval)

DATE

The Transfer Guide may not accurately reflect course equivalency. The College of Science Dean’s Office will email students if additional information or course syllabi are required.

Your Academic Advisor will submit this form to the College of Science Dean’s Office for review and processing.