

Authorization to Take Courses Elsewhere  
College of Science

Courses are periodically re-evaluated; final authorization will be determined by the Dean's Office. Credit may be transferred to Virginia Tech for pre-approval taken at another accredited College/University provided it appears on the official transcript sent directly from the transfer school to University Registrar—Virginia Tech, Blacksburg, VA 24061.

**Instructions for completing this form:**

1. Complete the table below by using the following resources:
  - If attending a Virginia Community College refer to the VCCS Transfer Guide (<http://www.tranguide.registrar.vt.edu>). 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.tranguide.registrar.vt.edu>.
2. If you request approval to take a course which is not in the Equivalency Database, attach a copy of the Course Syllabus (not course description), to this request form. You can obtain the syllabus from the transfer institution.
3. Discuss taking courses elsewhere in advance with advisor and/or have the appropriate departmental representative sign this form.
4. Turn completed form into the Dean's Office for approval PRIOR to taking courses. **Please allow a minimum of 3 weeks for approval process.** You will receive an email when the request form has been reviewed.
5. If the transfer school requires a letter of good standing, this can be obtained by filling out a certification form in the Registrar's Office, Suite 250, Student Services Building, or students can request a certification certificate through Hokie Spa <http://registrar.vt.edu/academic-records-multi-brief/index3/enrollment-certifications.html>).
6. 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 the college office ([cosadvising@vt.edu](mailto:cosadvising@vt.edu)).

**Policies governing transfer of credit to Virginia Tech:**

1. Courses must be taken at an regionally 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. Only courses for your primary degree will transfer. Students graduating with more than one degree must complete the additional 30 hours in residence (at Virginia Tech). No exception to this policy.
9. To graduate, at least 25% of total credits for major and minors must be taken at VT
10. No more than 50% (60 credits for COS majors) from a community college will be transferred
11. Courses taken elsewhere while a student is on suspension will not transfer to Virginia Tech.
12. It is your responsibility to find out if this will have an effect on your financial aid.

Last Name	First Name	Student ID	Advisor
VT Email	Term/Year of Graduation	Academic Level	Overall GPA
Term/Year you plan to take course (s)	Primary Major	Second Majors	Minors
College you plan to attend	City/State	Transfer College Web address	

Are these hours going to be used toward an additional degree (not a second major) \_\_\_\_\_

- If you answered yes, stop! Read # 8 under policies governing transfer of credit above. You will not be approved to take courses elsewhere.

120	Number of credit hours required for your primary degree
	Number of credit hours transferred from a 4-year institution
	Number of credit hours transferred from a community college (See # 10 under policies)
	Number of credit hours completed at Virginia Tech (do not include current semester hours)
	Number of credit hours you are currently enrolled in at Virginia Tech
	Do you have any incomplete grades on your transcript that you plan to finish? If yes, how many credits?
	Number of hours left to complete your primary degree (see #7 under policies)
	Number of hours you are requesting to transfer back to Virginia Tech

