Student Last Name: _____

Policies Governing Transfer Credit:

Policies:
1. Courses and transcript must be taken at an accredited college or university in the U.S. or the institution must be recognized by the Ministry of Education and authorized to grant degrees in the country in which it is located a. VT does not accept transcripts from any third party programs. Transcripts must be sent directly from the college or university at which the classes were taken, or from the School of Record for that program. You may need to request these before you travel to your program. b. It is best practice to request more than one official transcript, so that you may retain an official transcript with your records.
2. Please read the following grade policies carefully: a. Only courses with an equivalent grade of "C" or better will transfer b. P/F courses, Homestudy courses and Terminal or vocational courses do not transfer
3. Only credits transfer, grades do not
4. A course passed at VT takes priority over a transfer equivalent course
5. A minimum of 25% of the credit for the degree must be earned at VT
6. Only 18 of the last 45 credit hours can be transferred from another institution.
7. Only courses for your primary degree will transfer; students completing more than one degree must complete an extra 30 hours of VT credit. **No exception.**
8. Courses taken elsewhere while on suspension will not transfer

Authorization is denied if student is placed on Academic Suspension

Procedures: **Please allow a minimum of 3 months for processing this request. Please note: Approval subject to change upon receipt of transcript if courses taken differ from your approvals.**
1. Discuss taking courses elsewhere in advance with advisor and/or have the appropriate departmental representative sign this form. This helps to determine the best semester or summer to study abroad and how study abroad might affect your progress towards your degree.
2. Determine the country in which you wish to study and find a program that meets your needs. For assistance in determining the country in which you wish to study, please contact the Global Education Office (526 Prices Fork Road (0378), Room 131, Blacksburg, VA 24061 Phone: 540-231-5888 E-Mail: vtabroad@vt.edu)
3. Go to the Education Abroad Office to complete the appropriate paperwork. Complete the following information once you know when and where you are going and have a representative from the Global Education Office sign where indicated. This signature is to verify that an accredited college or University runs the program you want to participate in in the U.S. or the institution is recognized by the Ministry of Education and authorized to grant degrees in the country in which they are located.
4. Attach to this form a detailed course description and syllabus, including ECTS and/or credit for each course you wish to take abroad. Make sure to include your name and student ID number on each page you provide in case pages become separated from this authorization form. Complete the table on the next page with course information for the study abroad courses, as well as the VT courses for which you would like to receive credit. Please submit no more than 8 courses for evaluation. In many cases, credits or units from elsewhere do not transfer to VT on a 1 for 1 basis.
5. Are you completing a dual degree (not a second major)? If yes, please be aware that Virginia Tech policy states that the last 30 hours for the dual portion of your degree must be completed "in residence," (courses must be taken AT Virginia Tech).
6. See your Academic Dean's Office for a meeting with an appropriate representative. Turn completed form and syllabi in to your Academic Dean's office for approval PRIOR to taking courses. See the chart below for the location of your Academic Dean's Office.
7. Please submit a separate form for each term or institution in which you intend to take courses elsewhere.

Agriculture and Life Sciences	1060 Litton Reeves	Liberal Arts and Human Sciences	238 Wallace Hall
Architecture and Urban Studies	202 Cowgill	Natural Resources + Environment	138 Cheatham
Pamplin College of Business	1046 Pamplin	College of Science	North End Center, Suite 4300
Engineering	212 Hancock	University Studies	117 Femoyer

I have read and understand the policies and procedures governing transfer credits.	Initials:
To transfer credits, I will have an official transcript sent to the Global Education Office: 526 Prices Fork Rd (0378), Room 131, Blacksburg, VA 24061	Initials:

Authorization to Take Courses Outside the U.S.

Student Information:

Last Name: _____ **Student ID#:** _____

Cell Phone: _____ **Email:** _____

Advisor: _____ **Level:** ☐ Fr ☐ So ☐ Jr ☐ Sr **GPA:** _____

Primary Major: _____ **Secondary Major:** _____ **Minor(s):** _____

Anticipated Graduation: ☐ **Fall** ☐ **Spring** ☐ **Summer 1** ☐ **Summer 2** **Year:** _____

(Please submit a separate form for each term + institution you plan on taking courses elsewhere.)

Term/Year you plan to take courses: ☐ **Fall** ☐ **Spring** ☐ **Summer** **Year:** _____

College/University: _____ **Country:** _____

Web address (URL) of the institution: _____

_____

Is this Study Abroad through a United States College or University, or a third party program? Will transcripts come from a US school or a school other than the school you are attending?			
☐	No	☐	Yes, please specify:

Are these hours going to be used towards an additional degree? (not a second major)			
☐	No	☐	Yes
If you answered yes, STOP! Read #5 of the policies governing transfer credit included. You may not be able to take courses elsewhere.			

Have you transferred in credits from another institution?			
	No		Yes
If you answered yes, please specify which institution(s):			

	Number of credit hours required for your primary degree		Number of hours left to complete your primary degree (see #6 under policies)
	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 credit hours completed at Virginia Tech (do not include current semester hours)		Number of hours you are requesting to transfer back to Virginia Tech

Please allow a minimum of 3 months for processing this request. Please note: Approval subject to change upon receipt of transcript.

Courses to be taken elsewhere:				Equivalent Course at Virginia Tech:				Check if course is to be used for a minor and/or Curriculum for Liberal Education			Dean's Office Official Authorization (Final Approval)
Dept	Course #	Course Title	# of sem. hrs.	Dept	Course #	Course Title	# of sem. hrs.	Major	Minor	CLE	
								☐	☐	☐	
								☐	☐	☐	
								☐	☐	☐	
								☐	☐	☐	
								☐	☐	☐	
								☐	☐	☐	
								☐	☐	☐	
								☐	☐	☐	

Printed Advisor/Dept. Representative

Refer to your college for an appropriate representative

Advisor/Dept. Representative Signature **Date**

Department signature above affirms that student has discussed his or her plan with academic advisor, but does not guarantee transfer credit approval.

Global Education Office Signature **Date**

You must obtain a signature from one of the study abroad advisors in Global Education Office. The signature above affirms that study abroad plans have been received, all necessary paperwork has been completed, and accreditation confirmed.

Student Signature **Date**

By signing this form, I signify that I have read and understand all of the policies and procedures governing Authorization to Take Courses Elsewhere.

Please submit this form to your Academic Dean's office in order to get the final approval signature:

Deans Office Final Approval Date

Please contact your college if you need further assistance with this form.

For Office Use Only:

Received Reviewed Sent to Student Sent to Registrar