**COLLEGE OF ENGINEERING**

**YOU MUST HAVE PRE-APPROVAL** from the College of Engineering Academic Dean’s office, 212 Hancock Hall, even if a course may show in the Transfer Equivalency Database. **DO NOT ASSUME A COURSE IS AUTOMATICALLY APPROVED.**

**Transfer Credit Request**

**For U.S. Schools EXCEPT Virginia Community Colleges**

Credit may be transferred to Virginia Tech for pre-approved coursework taken at another accredited college/university provided it appears on an official transcript sent directly from the transfer school to the Virginia Tech Registrar, (0134) Virginia Tech, Blacksburg, VA 24061, within one calendar year after completion of the coursework and meets the following conditions:

 **POLICIES:**

1. Courses in which a C or higher grade is earned are considered for transfer (Pass/Fail courses are not considered). Credits transfer, grades do not.
2. Courses will be transferred as equivalent Virginia Tech courses as determined by the appropriate department. If there is no equivalent Virginia Tech course, transfer credit may be awarded as a Free Elective.
3. Courses which are not considered by the College of Engineering to be appropriate at the University level may not transfer. If you take a course which was not approved in advance, you run the risk of not getting transfer credit.
4. Where credit hours given at the other school exceeds that for the equivalent Virginia Tech course, only the Virginia Tech credit hours will be granted.
5. Home study or correspondence courses do not transfer. AP scores must be sent from the College Board. Courses taken as credit-by-exam or as advanced standing at another school do not transfer.
6. A course passed at Virginia Tech takes priority over an equivalent transfer course, regardless of when the transfer course is taken or grade earned. Courses that duplicate previously studied material will not transfer.
7. Courses from a 2-year school will not be accepted for upper-level Virginia Tech courses.
8. Students may transfer up to ½ of the credits required for their degree program from any combination of 2-year schools. There is no limit to the number of credits transferred from a 4-year school, however a minimum of ¼ of the credit for the respective degree must be earned at Virginia Tech.
9. Of the last 45 semester hours before graduation, a maximum of 18 semester hours may be transfer hours.
10. Courses taken elsewhere during periods of academic suspension will not transfer to Virginia Tech.

**Instructions:**

1. Choose a school and course(s). Check with transfer school to ensure the course(s) you want to take will be offered. Most schools post their timetable of course offerings on their website.
2. Check the Transfer Equivalency Database: The Transfer Credit Request form must be submitted for approval even if courses show in the Equivalency Database. To find equivalencies for universities other than the Virginia Community Colleges (VCCS) in the transfer equivalency database, go to: [www.registrar.vt.edu](http://www.registrar.vt.edu/) , click **Transfer Guide**, then click **Transfer Equivalency Database**. To find VCCS equivalencies, go to [www.registrar.vt.edu](http://www.registrar.vt.edu/), click **Transfer Guide**, then click **Entering VCCS VT Transferable courses**. Only courses listed in the current VCCS Transfer Guide are approved to transfer.
3. Courses not in the Equivalency Database require a copy of the COURSE SYLLABUS (not a course description), with this request form. You can obtain the syllabus from the transfer institution.
4. Complete the request form below. To submit for approval send electronically to rdw@vt.edu -- type Transfer Credit Request on the subject line. OR you may turn the form in to the receptionist in 212 Hancock Hall. You will receive an e-mail when the request form has been reviewed. Allow at least 3 weeks for review of your request.
5. If the transfer school requires a letter of good standing from Virginia Tech, you may request this certification by filling out a form in the Registrar’s Office, 250 Student Services Building.
6. No changes in transfer credit equivalency will be made after one calendar year of completion of transfer course(s).

Student Initials: \_\_\_\_\_\_ Student ID#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ VT Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@vt.edu\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_ Major \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Academic Level \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Term/Year of Graduation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Term/Year you plan to take course(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College you plan to attend \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City/State of college \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Other Institution** | **VT Equivalent** |
| Dept | Course # | Course Title | #Cr Hrs |  | Dept | Course # | Course Title | #Cr Hrs | Office Use (Approval) |
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Student Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(if emailed, PID constitutes a signature). By signing, student acknowledges having read and understood the conditions outlined in the instructions.

Revised 8/29/2012

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_