

COLLEGE OF ENGINEERING
Transfer Credit Request
Virginia Community College System Only

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.**

To receive transfer credit for any pre-approved coursework taken at another accredited college/university, student must request an official transcript be sent directly from the transfer school to the Virginia Tech University Registrar, 250 Student Services Bldg (0134), Blacksburg, VA 24061 within one calendar year after completion of the coursework. The following policies apply to transfer credit:

POLICIES:

1. Courses in which a C or higher grade is earned are considered for transfer (Pass/Fail courses will not transfer). 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. Courses taken as Credit-by-Exam or as Advanced Standing at another school do not transfer. AP scores must be sent from the College Board.
6. A course passed at Virginia Tech takes priority over an equivalent transfer course, regardless of when the transfer course is taken or the 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.
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.
11. Students are limited to three attempts at any course, including attempts to transfer the credit (with the exception of courses designated as repeatable credits and ENGE 1215 and ENGE 1216, which are limited to two attempts, including attempts utilizing the W grade option).

INSTRUCTIONS:

1. Choose a school and course(s). Before submitting this form, 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 VCCS equivalencies, go to www.registrar.vt.edu, click **Transfer Guide** and then click **VCCS Course Equivalents**. Only courses listed in the current VCCS Transfer Guide are approved to transfer.
3. Complete the request form below. To submit for approval by email, send to aliciab@vt.edu with the subject line **Transfer Credit Request** OR 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 **2 weeks** for review of your request.
4. 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.
5. No changes in transfer credit equivalency will be made after one calendar year of completion of transfer course(s).

Date: _____ Student Initials: _____ VT Student ID#: _____ VT Email: _____@vt.edu

Major: _____ Academic Level: _____ Term/Year of Graduation: _____

Name of VA Community College (one school per form): _____ Campus Location: _____

VCCS Student ID#: _____ Term/Year you plan to take course(s): _____

Community College Course				VT Equivalent Course				Office Use (Approval)
Subj	Course #	Course Title	#Cr Hrs	Subj	Course #	Course Title	#Cr Hrs	

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

Office Use Only Below This Line _____

Decision by: _____ Date: _____

Comments: