### POLICIES GOVERNING TRANSFER CREDIT TO VIRGINIA TECH

1. **Courses must be taken at an accredited college or university.**
2. **Discuss taking courses elsewhere in advance with your academic advisor.**
3. **Only courses with a grade of "C" or better will transfer.**
4. **Courses must be college-parallel, not terminal courses in a vocational field.**
5. **If prior approval is not obtained for your courses, you may not receive credit toward your degree.**
6. **Only credits transfer, grades do not transfer.**
7. **Courses taken elsewhere while a student is on suspension will not transfer.**
8. **A course passed at Virginia Tech takes priority over an equivalent transfer course.**
9. **If the transfer school requires a letter of good standing, this can be requested.**
10. **Courses that duplicate previously studied material will not transfer.**
11. **No more than 50% (60 credits for CLAHS majors) from a community college will transfer.**
12. **Outside the U.S. form. If you are traveling abroad, please use the Authorization to Take Courses in the United States Outside the U.S. form.**

### APPROVAL

- **Dean's Office:** Signature above affirms that the student has discussed his or her plan with the academic advisor/departmental representative.
- **Signature:** Upon completion of the course(s), the student must request a DARS to understand how these courses impact their degree progress.

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### COURSE INFORMATION

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Number</th>
<th>Department &amp; (upload or type link)</th>
<th>Course Syllabus</th>
<th>Comments</th>
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### Approval

- **Number of credit hours you are requesting to transfer back to VT:**
- **Number of credit hours you will complete upon your return to VT:**
- **Number of credit hours already awarded (refer to your DARS for this information):**
- **Number of credit hours you are currently enrolled in:**
- **Credit hours of incomplete grades on your transcript that you plan to finish (do not include credit hours you are currently enrolled in):**

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**NOTES:**

- **Waivers will be considered on a case-by-case basis.**
- **See #7 under policies governing transfer of credit.**
- **Outside the U.S. form.**
- **If you answered yes, STOP, read #9 of policies governing transfer of credit.**
- **Official Authorization section is to be completed by the Dean's Office only.**
- **Allow a minimum of six weeks for processing of this request.**
- **Inconsistencies, please contact the Undergraduate Academic Affairs Office.**
- **It is good practice to order additional official copies of your transcript to be sent to your address (to remain sealed) for future reference.**
- **Upon completion of the course(s), the student must request a transcript for this purpose.**
- **On the transcript/certificate menu on Hokie Spa.**
- **Students can request a certificate through Student Services Building, or students can request a certificate through **