



# Authorization to Take Courses in the United States

COURSES NOT INCLUDED IN THE TRANSFER EQUIVALENCY DATABASE

If you are traveling abroad, please use the Authorization to Take Courses Outside the U.S. form.

## INSTRUCTIONS

- You must attach course descriptions for each course or obtain a syllabus from the transfer institution.
- Discuss taking courses elsewhere in advance with your academic advisor.
- Submit completed form PRIOR to taking courses. Please allow a minimum of 6 weeks for approval process. The student will receive a printable copy of the completed form through DocuSign once all of the authorizations are complete. A final copy will be retained in the student's file.
- 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, 250 Student Services Building, or students can request a certification through the transcript/certification menu on Hokie Spa.
- IMPORTANT:** Upon completion of the course(s), the student must request an official transcript to be sent to Office of the University Registrar (MC 0134), Virginia Tech, 800 Washington St. Blacksburg, VA 24061. It is good practice to order additional official copies of your transcript to be sent to your address (to remain sealed) for future reference.
- Once transfer credit is awarded, the student must confirm on Hokie Spa that it is consistent with his or her initial authorization. If there are inconsistencies, please contact the Undergraduate Academic Affairs Office at (540) 231-6770, Karen Watson (watsonk@vt.edu).
- Courses taken elsewhere while a student is on suspension will not transfer to Virginia Tech.**

## POLICIES GOVERNING TRANSFER CREDIT TO VIRGINIA TECH

- Courses must be taken at an accredited college or university.
- Correspondence courses will not transfer (on-line courses are eligible for transfer).
- Only courses with a grade of "C" or better will transfer.
- Courses must be college-parallel, not terminal courses in a vocational program.
- If prior approval is not obtained for your courses, you may not receive transfer credit.
- Only credits transfer, grades do not transfer.
- Of the last 45 hours before graduation, only 18 semester hours will transfer.** Waivers will be considered on a case-by-case basis. See Karen Watson (watsonk@vt.edu) for waiver.
- 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.
- Students graduating with more than one degree (different from a double major) must complete the additional 30 hours in residence (at Virginia Tech). No exception to this policy.
- To graduate, at least 25% of total credits must be from Virginia Tech.
- No more than 50% (60 credits for CLAHS majors) from a community college will be transferred.
- Juniors and seniors should go to Hokie Spa and apply for their degree then request a DARS to understand how these courses impact their degree requirements.
- Courses that duplicate previously studied material will not transfer.

I have read and understand all of the above policies.

## STUDENT INFORMATION

Student ID Number: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

VT Email: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Primary Major: \_\_\_\_\_ Secondary Major: \_\_\_\_\_

Minor(s): \_\_\_\_\_

Term you plan to take courses:  
 Fall  Spring  Summer  Winter

Year you plan to take courses: \_\_\_\_\_ Academic Advisor: \_\_\_\_\_

Academic Level:  
 FR  SO  JR  SR

Graduation Month and Year: \_\_\_\_\_

College/University at which you plan to take courses: \_\_\_\_\_

City/State: \_\_\_\_\_ College/University Website (URL): \_\_\_\_\_

Are these hours going to be used toward the 30 credits for an additional degree (not a second major)? \*  
 No  Yes

Credit Hours:  
 out of 120 total hours left to complete your primary degree \*\* (refer to your DARS for this information)  
 number of transfer credit hours already awarded  
 credit hours of incomplete grades on your transcript that you plan to finish (do not include credit hours you are currently enrolled in)  
 number of credit hours completed at VT (do not include credit hours you are currently enrolled in)  
 number of credit hours you are currently enrolled in at VT  
 number of credit hours you are requesting to transfer back to VT  
 number of credit hours you will complete upon your return to VT

\* If you answered yes, STOP, read #9 of policies governing transfer of credit above. You will not be approved to take courses elsewhere.  
\*\* See #7 under policies.

## COURSE INFORMATION

Official Authorization section is to be completed by the Dean's Office only.

Course to be taken ELSEWHERE: Department & Course Number: \_\_\_\_\_ Credit Hours: \_\_\_\_\_  
 Course Title: \_\_\_\_\_  
 Course Syllabus (upload or type link): \_\_\_\_\_

VT credit you wish to RECEIVE: Department & Course Number: \_\_\_\_\_ Credit Hours: \_\_\_\_\_  
 Course Title: \_\_\_\_\_

Official Authorization:  Not Approved  Approved, by: \_\_\_\_\_  
 Comments: \_\_\_\_\_

Course to be taken ELSEWHERE: Department & Course Number: \_\_\_\_\_ Credit Hours: \_\_\_\_\_  
 Course Title: \_\_\_\_\_  
 Course Syllabus (upload or type link): \_\_\_\_\_

VT credit you wish to RECEIVE: Department & Course Number: \_\_\_\_\_ Credit Hours: \_\_\_\_\_  
 Course Title: \_\_\_\_\_

Official Authorization:  Not Approved  Approved, by: \_\_\_\_\_  
 Comments: \_\_\_\_\_

Course to be taken ELSEWHERE: Department & Course Number: \_\_\_\_\_ Credit Hours: \_\_\_\_\_  
 Course Title: \_\_\_\_\_  
 Course Syllabus (upload or type link): \_\_\_\_\_

VT credit you wish to RECEIVE: Department & Course Number: \_\_\_\_\_ Credit Hours: \_\_\_\_\_  
 Course Title: \_\_\_\_\_

Official Authorization:  Not Approved  Approved, by: \_\_\_\_\_  
 Comments: \_\_\_\_\_

Course to be taken ELSEWHERE: Department & Course Number: \_\_\_\_\_ Credit Hours: \_\_\_\_\_  
 Course Title: \_\_\_\_\_  
 Course Syllabus (upload or type link): \_\_\_\_\_

VT credit you wish to RECEIVE: Department & Course Number: \_\_\_\_\_ Credit Hours: \_\_\_\_\_  
 Course Title: \_\_\_\_\_

Official Authorization:  Not Approved  Approved, by: \_\_\_\_\_  
 Comments: \_\_\_\_\_

Please Note: Allow a minimum of six weeks for processing of this request. Approval subject to change upon receipt of transcript. Authorization is denied if student is placed on Academic Suspension

## SIGNATURES OF APPROVAL

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

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor/Departmental Representative: \_\_\_\_\_ Date: \_\_\_\_\_

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

Dean's Office: \_\_\_\_\_ Date: \_\_\_\_\_

## OFFICE USE ONLY

Date Received: \_\_\_\_\_ Date Processed: \_\_\_\_\_

Processed By: \_\_\_\_\_