STUDENT INFORMATION

First Name: [blank]
Date: [blank]
Cell Phone Number: [blank]
Credit Hours: [blank]
Credit Hours: [blank]
Credit Hours: [blank]
Date: [blank]
Approved, by: [blank]
Secondary Major: [blank]
College/University Website (URL): [blank]
Date Processed: [blank]
Credit Hours: [blank]
Approved, by: [blank]
Academic Advisor: [blank]
Approved, by: [blank]

1. Courses must be taken at an accredited college or university.
2. Discuss taking courses elsewhere in advance with your academic advisor.
3. Submit completed form PRIOR to taking courses.
4. 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 Watkins (540) 231-6770, Karen Watson (watsonk@vt.edu) for waiver.
5. If prior approval is not obtained for your courses, you may not receive approval subject to change upon receipt of transcript. Authorization is denied if student is placed on Academic Suspension.
6. Only credits transfer, grades do not transfer.
7. Courses taken elsewhere while a student is on suspension will not transfer.
8. To graduate, at least 25% of total credits must be from Virginia Tech.
9. No more than 50% (60 credits for CLAHS majors) from a community college in the Virginia College System (VCCS) will be transferred.
10. Juniors and seniors should go to Hokie Spa and apply for their degree then.
11. No more than 50% (60 credits for CLAHS majors) from a community college in the Virginia College System will be transferred.
12. Courses that duplicate previously studied material will not transfer.
13. Official Authorization section is to be completed by the Dean's Office only.

VIRGINIA COMMUNITY COLLEGE OR TRANSFER EQUIVALENCY DATABASE COURSES

POLICIES GOVERNING TRANSFER CREDIT TO VIRGINIA TECH

1. Complete the form below by using the following resources:
   - Virginia Community Colleges Transfer Equivalency Database (TED)
   - www.virginiaberserks.edu
   - www.vccs.edu
   - www.transvct.org
   - www.dars.vt.edu
   - www.rapids.edu
   - www.alphachip.com
   - The 2017-2018 Virginia Tech General Catalog
   - The college catalog in which you are currently enrolled
   - The college catalog in which you plan to take courses
   - The Outside the U.S. form.
   - Please Note: * If you answered yes, STOP, read #9 of policies governing transfer of college in the United States.

2. Authorization to Take Courses Elsewhere

   - Student:
   - VT Email:
   - Last Name:
   - Graduation Month and Year:
   - Minor(s):
   - Primary Major:
   - Minor(s):
   - Secondary Major:
   - College/University at which you plan to take courses:
   - Term you plan to take courses:
   - Credit Hours:
   - Credit Hours:
   - Credit Hours:
   - Date:
   - Approved, by:
   - College/University Website (URL):
   - Credit Hours:
   - Approved, by:
   - Academic Advisor:
   - Approved, by:

Please Note:

- Only classes listed in System (VCCS) and procedures governing Authorization to Take Courses Elsewhere
- Official Authorization section is to be completed by the Dean's Office only.
- No more than 50% (60 credits for CLAHS majors) from a community college in the Virginia College System (VCCS) will be transferred.
- The 2017-2018 Virginia Tech General Catalog
- If your course is not on this course database, request a DARS to understand how these courses impact their degree major) must complete the additional 30 hours in residence (at Virginia Tech).
- Watson (watsonk@vt.edu) for waiver.
- Approval subject to change upon receipt of transcript. Authorization is denied if student is placed on Academic Suspension.
- Only credits transfer, grades do not transfer.
- Courses that duplicate previously studied material will not transfer.
- Official Authorization section is to be completed by the Dean's Office only.
- 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 in the Virginia College System will be transferred.
- Official Authorization section is to be completed by the Dean's Office only.

Please Note:

- * If you answered yes, STOP, read #9 of policies governing transfer of college in the United States.
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