

Courses to be taken elsewhere (cont.):			Virginia Tech Equivalent Courses:			Dept. Use	(over)		
Dept. & Course #	Course Title	# of sem. hrs.	Dept. & Course #	Course Title	# of se hrs.				

Student Signature _____ **Date** _____
 By signing this form I signify that I have read and understand all of the policies and procedures governing Authorization to Take Courses Elsewhere outlined on page 1.

Departmental/Advisor Signature _____ **Date** _____
 Department signature above affirms that the student has discussed his/her plan with academic advisor but does not guarantee final transfer credit approval.

Study Abroad Signature _____ **Date** _____
 If you are participating in a study abroad program, you must obtain a signature from one of the study abroad advisors in ORIED. The signature above affirms that study abroad plans have been received, all necessary paperwork has been complete, and accreditation confirmed.

Associate Dean, Academic Programs Signature _____ **Date** _____
 College approval (1060 Litton-Reaves)

Students going abroad should work with their advisor or dean's office by email if class schedule changes. Forward new course descriptions/syllabi for review WHILE you are abroad.
 Do not wait until you return to Virginia Tech.

Request will not be processed without departmental, study abroad (if applicable) and college approval signatures. ***Authorization is denied if student is placed in Academic Suspension.***

Do not return to 1060 Litton-Reaves in paper form. All forms are submitted electronically through the CALS Student Forms Webpage

Please see the following website for your department's contact information: <http://www.cals.vt.edu/current/advising/index.html>

Major	Departmental Office	Major	Departmental Office
Agribusiness	322 Hutcheson	Dairy Science	2420 Litton-Reaves
Agricultural Sciences	2270 Litton-Reaves	Environmental Horticulture	322 Saunders
Agricultural Technology	1430 Litton-Reaves	Environmental Sciences	240 Smyth
Animal & Poultry Sciences	3400 Litton-Reaves	Food Science & Technology	22 FST Building
Applied Economic Management	322 Hutcheson	Human Nutrition, Foods & Exercise	338 Wallace
Biochemistry	113 Engel	Landscape Contracting	301 Saunders
Crop & Soil Environmental Sciences	240 Smyth	Life Sciences Undecided	1060 Litton-Reaves

If you need further assistance, please call 231-6503, or email Dr. Susan Sumner at calsap@vt.edu