AUTHORIZATION OF TRANSFER CREDIT College of Agriculture and Life Sciences

1060 Litton-Reaves (0334) Blacksburg, VA 24061 Phone: (540) 231-6503

Fax: (540) 231-6741

If you are taking classes at a Virginia Community College System (VCCS) you do not need to complete the Authorization to Take Courses Elsewhere (US) Form. VCCS courses have been pre-approved and are listed in the VCCS Course Equivalents transfer guide: https://transferguide.registrar.vt.edu/.

If you are seeking to take courses at an international institution, please use the contact the Global Education Office https://www.globaleducation.vt.edu/

Instructions for completing this form:

Types of Transfer Credit	Database to Use	Notes
If you plan to attend a college in the Virginia	VCCS Course Equivalents	You <u>do not</u> need to complete the Authorization to Take
Community College System (VCCS)	https://transferguide.registrar.vt.edu/	Courses Elsewhere Form. VCCS courses have been pre-
		approved.
If you plan to attend any institution outside of the	Transfer Equivalency Database:	If your course is not on this database, please attach
Virginia Community College System	https://apps.es.vt.edu/ssb/hzsktgid.P_DispTranGuide	the course syllabus with this form for review of
		course equivalency.

- 1. When intending to transfer courses to Virginia Tech, use the databases below to determine course equivalency. The databases can be found at https://transferguide.registrar.vt.edu/.
- 2. Discuss taking courses elsewhere with your academic advisor PRIOR to taking course(s) elsewhere and have the appropriate departmental representative sign this form.
- 3. If the transfer institution requires a letter of good standing or enrollment certification, this can be obtained by completing the Self-Service Enrollment Verification Form on your HokieSpa (https://www.registrar.vt.edu/academic-records/Certifications-Verifications.html).
- 4. Upon completion of the course(s) at the transfer institution, the student must request an official transcript be sent to Virginia Tech's University Registrar electronically or by mail: Office of the University Registrar, Virginia Tech, Student Services Building, Suite 250, 800 Washington Street SW, Blacksburg, VA 24061.
- 5. Once the transfer credit is awarded, the student must confirm in HokieSpa that it is consistent with your initial authorization. If there are inconsistencies, please contact the your advisor.

Policies Governing Trans	fer Credit to Virginia Tech:		6.	Of the last 45 hours before gradua	tion, only 18 semester hours will tra	ansfer.			
1. Courses must be taken at a regionally accredited college or university.			7.	7. Only courses for your primary degree will transfer. Students graduating with more than one					
2. Correspondence	courses will not transfer.			degree must complete the additio	nal 30 hours in residence (at VT).				
3. Only courses with a grade of "C" or better will transfer.			8.	8. To graduate, at least 25% of total credits for major and minors must be taken at VT.					
4. Courses must be	college-parallel, not terminal courses in a vocation	onal program.	9.	No more than 50% of credits requi	ired for a degree may be transferred	from a comm	unity col	lege	
5. Only credits trans	sfer; grades do not transfer.		10.	Courses taken elsewhere while a s	tudent is on suspension will not trar	nsfer.			
Last Name	First Name	Student ID		dvisor	 			_	
VT Email	Term/Year of Graduation	Academic Level	I 0 ¹	verall GPA	Term/Year co	urses will be	e taken		
Local Phone Number	Email Address		Local Address					-	
College/University to b	e attended	City/State		 Transfer	College web address				
С	ourses to be taken elsewhere:			Virginia Tech Equivalent C	ourses:	Dept. Use Only			
Dept. & Course #	Course Title	# of sem.	Dept. & Course #	Course Title	# of sem.		,0° .0°	7,	

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

Student Signature

Date

By signing this form I signify that I have read and understand all of the policies and procedures

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

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

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.

governing Authorization to Take Courses Elsewhere outlined on page 1.

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