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

Final authorization will be determined by the Dean's Office. Credit may be transferred to Virginia Tech for pre-approval taken at another accredited college/university provided it appears on the official transcript sent directly from the transfer school to University Registrar – Virginia Tech, 250 Student Services Building (0134), Blacksburg, VA 24061.

Instructions for completing this form:

- 1. Complete this form by using the following resources:
 - If attending a Virginia Community College, refer to the VCCS Transfer Guide (http://www.tranguide.registrar.vt.edu/). ONLY classes listed in the current guide are approved to transfer for the current year; no other courses will be considered at this time.
 - If attending a 4-year institution in Virginia or any out-of-state institution, refer to the Transfer Equivalency Database, "TEDB" (http://www.tranguide.registrar.vt.edu)
- 2. If you request approval to take a course which is not in the Equivalency Database, attach a copy of the Course Description and Course Syllabus, to this request form. You can obtain the syllabus from the transfer institution. Course descriptions and syllabi must be in English.
- 3. Discuss taking courses elsewhere with advisor PRIOR to taking courses elsewhere and/or have appropriate departmental representative sign this form.
- 4. Upload the form at: https://www.cals.vt.edu/academic-programs/current/CALS Studentforms.html approval PRIOR to taking courses. Your advisor or department may have a policy whereby they will upload the form for you. You will receive an email once the request form has been reviewed. Forms will not be accepted by email or in person.
- 5. 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 certification through Hokie Spa (http://www.registrar.vt.edu/forms/student forms.php).
- 6. Once transfer credit is awarded, students must confirm on Hokie Spa that it is consistent with what is on this form. If there are inconsistencies, please call our office at 231-6503.

Policies Governing Ti	ransfer Credit to	Virginia Tech:		6.	Of the last 45 hours before graduation, only 1	.8 semester hours will tra	ınsfer.				
 Courses mus 	st be taken at a regio	onally accredited college or universi	ity.	7.	Only courses for your primary degree will tran	ısfer. Students graduatir	ng with more t	han one	9		
Corresponde	ence courses will not	t transfer.			degree must complete the additional 30 hour	s in residence (at VT).					
3. Only courses	s with a grade of "C"	or better will transfer.		8.	To graduate, at least 25% of total credits for n	najor and minors must be	e taken at VT.				
4. Courses mus	st be college-paralle	l, not terminal courses in a vocation	nal program.	9.	9. No more than 50% of credits required for a degree may be transferred from a community college.						
	transfer; grades do			10.	Courses taken elsewhere while a student is or	າ suspension will not tran	nsfer.				
Last Name		First Name	Student ID	A	dvisor	Major					
VT Email		Term/Year of Graduation	Academic Leve		Overall GPA		Term/Year courses will be taken				
Local Phone Numb	per	Email Address		Local Address							
College/University to be attended City/State				Transfer College v	veb address			-			
Courses to be taken elsewhere:				Virginia Tech Equivalent Courses:			Dept. Use Only				
Dept. & Course #		Course Title	# of sem. hrs.	Dept. & Course #	Course Title	# of sem. hrs.		Rigo Rigo	, d 24		

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 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

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.

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