

AUTHORIZATION OF TRANSFER CREDIT
College of Agriculture and Life Sciences

Academic Programs Office

Email: calsap@vt.edu

Phone: (540) 231-6503

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 contact the [Global Education Office \(GEO\)](#).

Instructions for completing this form:

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

1. When intending to transfer courses to Virginia Tech, use the Transfer Guide databases to determine course equivalency, found on this website <https://transferguide.registrar.vt.edu/>. Discuss taking courses elsewhere with your academic advisor PRIOR to taking course(s) elsewhere and have the appropriate departmental representative sign this form.
2. 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>).
3. 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 (0134), Suite 250, 800 Washington Street SW, Blacksburg, VA 24061.**
4. Once the transfer credit is awarded, the student must confirm in HokieSpa that it is consistent with the initial authorization. If there are inconsistencies, please contact your advisor.

Policies Governing Transfer Credit to Virginia Tech:

1. Courses must be taken at a regionally accredited college or university.
2. Correspondence courses will not transfer.
3. Only courses with a grade of "C" or better will transfer.
4. Courses must be college-parallel, not terminal courses in a vocational program.
5. Only credits transfer; grades do not transfer.
6. Of the last 45 hours before graduation, only 18 semester hours will transfer.
7. Only courses for your primary degree will transfer. Students graduating with more than one degree must complete the additional 30 hours in residence (at VT).
8. To graduate, at least 25% of total credits for major and minors must be taken at VT.
9. No more than 50% of credits required for a degree may be transferred from a community college.

[illegible]

VT Email	Term/Year of Graduation	Academic Level	Overall GPA	Term/Year courses will be taken
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Local Phone Number	Email Address	Local Address

College/University to be attended	City/State	Transfer College web address

[illegible]

Courses to be taken elsewhere (cont.):			Virginia Tech Equivalent Courses:			Dept. Use Only			
Dept. & Course #	Course Title	# of sem. hrs.	Dept. & Course #	Course Title	# of sem. hrs.		major	minor	CLE

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 their plan with the academic advisor but does not guarantee final transfer credit approval.

Associate Dean, Academic Programs Signature

Date

- Request will not be processed without departmental and college approval signatures.
- Students going abroad should contact the [Global Education Office](#) (GEO).
- Students on academic suspension need to review the [undergraduate catalog](#).

All transfer forms are to be submitted electronically through the CALS Student Forms Website under Transfer Authorization.

Do **not** send paper forms or email forms to the Academic Programs Office.