

AUTHORIZATION TO TAKE COURSES ELSEWHERE (within the United States)

College of Liberal Arts & Human Sciences

Instructions for completing this form:

Date Received in UAAO: _____
(web form)

1. Complete the table below by using the following resources:
 - If attending a Virginia Community College refer to the VCCS Transfer Guide (<http://www.registrar.vt.edu/tranguide/2004/vccs/index.html>). 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.registrar.vt.edu/tranguide/index.html>. If courses listed below are not listed on the TEDB attach course descriptions for each course. Authorization will be based on the TEDB at this point in time and the TEDB is subject to change.
2. Discuss taking courses elsewhere in advance with advisor and/or have the appropriate departmental representative sign this form (see back of sheet for list of representatives).
3. Turn completed form into 238 Wallace Hall for Dean's Office approval PRIOR to taking courses. **Please allow a minimum of 2 weeks for approval process.** A copy of this form will be returned to student at the address provided on this form. The copy will indicate Dean's Office approval or provide further information if course equivalency is not approved.
4. IMPORTANT: Upon completion of the course(s), request that an official transcript be sent to University Registrar – Virginia Tech, 250 Student Services Building (0134), Blacksburg, VA 24061
5. 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 contact Tracey Drowne (tproco@vt.edu) or Karen Watson (watsonk@vt.edu) or call 231-6770.
6. Courses taken elsewhere while a student is on suspension will not transfer to Virginia Tech.

Policies governing transfer of credit to Virginia Tech:

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| <ol style="list-style-type: none"> 1. Courses must be taken at an accredited college or university 2. Correspondence courses will not transfer (on-line courses will transfer). 3. Only courses with a grade of "C" or better will transfer. 4. If possible, take only courses for which VT offers an equivalent course. | <ol style="list-style-type: none"> 5. Courses must be college-parallel, not terminal courses in a vocational program. 6. Only credits transfer; grades do not transfer. 7. Of the last 45 hours before graduation, only 18 semester hours will transfer. 8. To graduate, at least 25% of total credits must be from VT. |
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Name: _____ ID#: _____ Level: Fr So Jr Sr Advisor: _____
Last First M.I.

Major: _____ Current # of Transfer Credits: _____ Local Phone #: _____ Email: _____

Local Address: _____

Permanent Address: _____

Name & location (city/state) of institution you will be attending: _____

Web site address of institution you will be attending: _____

Semester you will be attending this institution: Fall Spring Summer Year: 20_____

Courses to be taken elsewhere:			Credit you wish to receive at Virginia Tech:			Dean's Office/ Official Authorization:
Dept & Course #	Course Title	# of sem. hrs.	Dept & Course #	Course Title	# of sem. hrs.	

*Additional courses can be listed on back

Student Signature
(Represents student's request to take courses listed above)

Department Signature (see back of form for approved representatives)
(Dept. Signature above affirms that student has discussed his/her plan with academic advisor but does not guarantee final transfer credit approval.)

Courses to be taken elsewhere:			Credit you wish to receive at Virginia Tech:			Dean's Office Authorization:
Dept & Course #	Course Title	# of sem. hrs.	Dept & Course #	Course Title	# of sem. hrs.	

Department Representatives:

<u>Dept:</u>	<u>Name:</u>	<u>Location:</u>
Apparel, Housing and Resource Management	Elizabeth Long	240 Wallace
Communication	Kim Garnand, Dr. Beth Waggenpack	154 Shanks, 147 Shanks
English	Dr. Jennifer Mooney, Dee Hezel	329 Shanks
Foreign Languages & Literatures	Dr. Andrew Becker	331 Major Williams
History	Dr. Mark Barrow	431 Major Williams
Human Development	Kathy Surface	366 Wallace
Interdisciplinary Studies	Carol Sue Slusser, Dr. Michael Herndon	154 Lane
International Studies	Rachel Saville	119 Major Williams
Liberal Arts & Human Sciences Undecided	Dove Robertson, Dr. Karen Watson	232 Wallace, 238 Wallace
Music	Dr. Wally Easter	241 Squires
Philosophy	Dr. Jim Klagge	241 Major Williams
Political Science	Dr. Charles Taylor	535 Major Williams
Sociology	Brenda Husser, Dr. John Ryan	560 McBryde
Theatre Arts	Student's assigned advisor	Performing Arts Bldg.

Please call 231-6548 or e-mail Tracey Drowne, tproco@vt.edu, if you need further assistance.