



Authorization to Take Courses Elsewhere (United States)

Instructions

1. Complete the information on the next page by using the following resources:
 - a. If attending a Virginia Community College refer to the [VCCS Transfer Guide](#) on the registrar's website: registrar.vt.edu. ONLY classes listed in the current guide are approved to transfer for the current year; No other courses will be considered for transfer credit at this time.
 - b. If attending a 4-year institution in Virginia or ANY out-of-state institution, refer to the Transfer Equivalency Database ("TEDB") (<http://transferguide.registrar.vt.edu/>). If proposed courses listed are not on the TEDB, you must attach course descriptions for each course or obtain a syllabus from the transfer institution. Authorization will be based on the TEDB at the time this form is submitted and the TEDB is subject to change.
2. Discuss taking courses elsewhere in advance with your advisor and/or have the appropriate departmental representative sign this form.
3. Submit completed form to the PH document portal for approval PRIOR to taking courses. Please allow a minimum of 6 weeks for approval process. Students will NOT be notified of their form status, unless the courses they are taking do not currently exist in VT's transfer guide online.
4. 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 a certification through the transcript/certification menu on Hokie Spa.
5. **IMPORTANT:** Upon completion of the course(s), the student must request an official transcript to be sent to Office of the University Registrar (MC 0134), Virginia Tech, 800 Washington St. Blacksburg, VA 24061. It is good practice to order additional official copies of your transcript to be sent to your address (to remain sealed) for future reference.
6. Once transfer credit is awarded, the student must confirm on Hokie Spa that it is consistent with his or her initial authorization. If there are inconsistencies, please contact the Public Health Office at 262 Wallace Hall.
7. Courses taken elsewhere while a student is on suspension will not transfer to Virginia Tech.

If you are traveling abroad, please use the *Authorization to Take Courses Abroad Form*.

Policies Governing Transfer Credit to Virginia Tech:

1. Courses must be taken at an accredited college or university.
2. Correspondence courses will not transfer (on-line courses are eligible for 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. If prior approval is not obtained for your courses, you may not receive transfer credit.
6. Only credits transfer, grades do not transfer.
7. Of the last 45 hours before graduation, only 18 semester hours will transfer. Waivers will be considered on a case-by-case basis.
8. A course passed at Virginia Tech takes priority over an equivalent transfer course, regardless of when the transfer course is taken or the grade earned.
9. Only courses for your primary degree will transfer. Students graduating with more than one degree (different from a double major) must complete the additional 30 hours in residence (at Virginia Tech). No exception to this policy.
10. To graduate, at least 25% of total credits must be from Virginia Tech.
11. No more than 50% of your total credits can be transferred from a community college.
12. Juniors and seniors should go to Hokie Spa and apply for their degree then request a DARS to understand how these courses impact their degree requirements.
13. Courses that duplicate previously studied material will not transfer.

If you need further assistance please e-mail PH Academic Advising at phadvising@vt.edu.
Authorization is denied if student is placed on Academic Suspension



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Student Information															
Last Name:				First Name/MI:				Student ID No:							
Advisor:				Phone:				VT Email:							
Primary Major:				Secondary Major:				Minor:							
Level:		FR	SO	JR	SR	Term you plan to take courses:				Year					
College/University you plan to take courses:										City/State:					
Institution Website:															
Are these hours going to be used toward an additional degree? (not a second major)						Yes		No		If yes, please stop and read #9 of policies governing transfer of credits on the previous page. You will not be approved to take courses elsewhere.					
120		Number of credit hours required for your primary degree						Number of hours left to complete your primary degree (see #7 under policies)							
		Number of transfer credit hours already awarded						How many credits of incomplete grades are on your transcript that you plan to finish?							
		Number of credit hours completed at VT (do not include current semester hours)						Number of hours you are requesting to transfer back to VT							
		Number of credit hours you are currently enrolled in at VT						Number of credit hours you will complete upon your return to VT.							
Courses to be taken elsewhere:				Credit you wish to receive at Virginia Tech:				Apply to:*				Prog. Dir. Approval**			
Dept	#	Title		Credit hours	Dept	#	Title		Credit Hours	Major	Minor	CLE/ Pathways	Elective		

* Check if course is to be used for a major, minor or Curriculum for Liberal Education/Pathways General Education

**Program Director Official Authorization (Final Approval)

Note: Please allow a minimum of six weeks for processing of this request. Approval subject to change upon receipt of transcript.

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.

Printed PH Advisor Name

Program Director Signature **Date**
 This form is not considered complete until the final approval is given by the Program Director.

PH Advisor Signature **Date**
 Signature above affirms that the student has discussed their plan with the academic advisor but does not guarantee transfer credit approval.

Office Use Only			
Date Received:	Date Reviewed	Date Sent to Student:	Date Sent to Registrar (optional):