

Virginia-Maryland College of Veterinary Medicine - Public Health Program AUTHORIZATION to take COURSES in the UNITED STATES

262 Wallace Hall (0395)
Blacksburg, VA 24061
phadvising@vt.edu

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

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: www.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://www.tranguide.registrar.vt.edu/>). **If courses listed on the next page 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 at 262 Wallace Hall for Dean's Office 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 program undergraduate office.
7. Courses taken elsewhere while a student is on suspension will not transfer to Virginia Tech.

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% from a community college will be transferred.
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.

Virginia-Maryland College of Veterinary Medicine - Public Health Program

Name: _____ Student # _____ Level Fr So Jr Sr
 Last First M.I.

Advisor : _____ Cell Phone #: _____ VT Email: _____

Primary Major: _____ Secondary Major (if applicable): _____ Minor(s): _____

Term/Year you plan to take courses: Fall Spring Summer Year: _____

College/University you plan to take courses _____ City/State _____

Web site address (URL) of institution you will be attending _____

Are these hours going to be used toward an additional degree (not a second major) Yes No If you answered yes, stop! Read #9 of policies governing transfer of credit 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:				Check if course is to be used for a minor and/or Curriculum for Liberal Education/ Pathways General Education			Dean's Office/Official Authorization (Final Approval)
Dept	Course #	Course Title	# of sem. hrs.	Dept	Course #	Course Title	# of sem. hrs.	Major	Minor	CLE/ Pathways	
								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

*Please allow a **minimum of six weeks** for processing of this request.
 Please note: 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 Advisor/Departmental Representative Name _____
 (See approved departmental rep list on previous page)

Dean's Office Signature _____
 This form is not considered complete until the final approval is given by the Dean's Office.

Departmental Signature _____ **Date** _____
 Dept. signature above affirms that the student has discussed his or her plan with the academic advisor but does not guarantee transfer credit approval.

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

For Office Use Only

Received in 262 Wallace	Reviewed	Sent to Student	Sent to Registrar (Optional)
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