



## AUTHORIZATION TO TAKE COURSES ELSEWHERE - EDUCATION / STUDY ABROAD -

238 Wallace Hall (0426)  
Blacksburg, VA 24061  
Phone: (540) 231-3325  
Fax: (540) 231-3691

**Instructions:**

**Date Rec'd in CLAHS:** \_\_\_\_\_

1. Meet with academic advisor to discuss taking courses elsewhere and have advisor or approved departmental representative sign this form.
2. Go to Education/Study Abroad Office (International Affairs – Pack Building, 526 Prices Fork Rd. Room 131) to complete appropriate paperwork and pay necessary fees involved with Study Abroad Programs. Have representative from Study Abroad Office sign this form.
3. Attach to this form course descriptions (in English) for each class you plan to take elsewhere and return to LaRae Davenport in 238 Wallace Hall for final approval. (Approval will be delayed until descriptions are received). If the courses you request to take are not offered once you are at the institution, please email [larae@vt.edu](mailto:larae@vt.edu) for alternate course approval.
4. Upon completion of the course(s), request that an official transcript (English translated copy) be sent to: Virginia Tech, University Registrar, 250 Student Services Building (0134), Blacksburg, VA 24061
5. This authorization is based on information available at this point in time and is subject to change. Once transfer credit is awarded, students must confirm that it is consistent with what is on this form. If there are inconsistencies please contact your academic dean's office at the address above.
6. Authorization is denied if you are on academic suspension when you take the course(s).
7. There are many details to the study abroad process. Please allow 3 months for final approval. Once final approval is granted, a copy of this form will be emailed to the address you list below.

**Policies Governing Transfer Credit to Virginia Tech:**

- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li>1. Courses must be taken at an accredited college or university in the U.S. or the institution must be recognized by the Ministry of Education and authorized to grant degrees in the country in which they are located.</li> <li>2. Only courses with a grade of "C" or better will transfer.</li> <li>3. Correspondence courses will not transfer.</li> <li>4. If prior approval is not obtained for your courses, you may not receive transfer credit.</li> <li>5. Courses must be college-parallel, not terminal courses in a vocational program.</li> </ol> | <ol style="list-style-type: none"> <li>6. Only credits transfer, grades do not transfer.</li> <li>7. Of the last 45 hours before graduation, maximum of 18 semester hrs can be transferred.</li> <li>8. Juniors and seniors should go to Hokie Spa and apply for their degree then request a DARS to understand how these courses impact degree requirements.</li> <li>9. A course passed at Virginia Tech takes priority over an equivalent transfer course, regardless of when the transfer course is taken or grade earned. Courses that duplicate previously studied material will not transfer.</li> </ol> |
|---|---|

Name: \_\_\_\_\_ ID#: \_\_\_\_\_ Level: Fr So Jr Sr Advisor: \_\_\_\_\_  
Last First M.I.

Major: \_\_\_\_\_ Current # of Transfer Credits: \_\_\_\_\_ Local Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Name & web address of institution you will be attending: \_\_\_\_\_  
 (Country in which institution is located) \_\_\_\_\_

Is this a study abroad that is administered through a United States college or university? (will transcript come from a U.S. school?) \_\_\_\_\_ no \_\_\_\_\_ yes, please specify: \_\_\_\_\_

Semester(s) you will be attending this institution:  Fall  Spring  Summer Year: 20\_\_\_\_\_ *Please note: Approval subject to change upon receipt of transcript.*

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.	✓ = database update needed (internal use)
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

*Please allow a **minimum of two weeks** for processing of this request.*

*Additional courses can be listed on back →*

\_\_\_\_\_  
**Student Signature**  
 Student Signature above affirms that the student understands transfer credit policies, and knows if/how this will impact degree requirements.

\_\_\_\_\_  
**Advisor / Dept. Representative** (see approved list next pg)  
 Dept. Signature above affirms that student has discussed his/her plan with academic advisor but does not guarantee transfer credit approval.

\_\_\_\_\_  
**Education / Study Abroad Office Signature**  
 Signature above affirms that the student has notified the Education Abroad Office of their plans and the institution meets Policy #1 requirements above.

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.	✓ = database update needed (internal use)
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\*Final approval of transfer credit

**Department Representatives** (approved to sign on page 1)

<u>Dept:</u>	<u>Name:</u>	<u>Location:</u>
Apparel, Housing and Resource Management	Elizabeth Long	240 Wallace
Communication	Kim Dodson, Rachel Holloway	154 Shanks, 103E1 Shanks
English	Cathy Skinner, Dee Hezel	329 Shanks
Foreign Languages & Literatures	Richard Shryock	331 Major Williams
History	Marian Mollin, Jan Francis	431 Major Williams
Human Development	Kathy Surface or assigned advisor	366 Wallace
Interdisciplinary Studies	Carol Sue Slusser, Michael Herndon, Tasha Oliver, Joan Watson	154 Lane
International Studies	Rachel Saville, Yannis Stivachtis	119 Major Williams
Liberal Arts & Human Sciences Undecided	Dove Robertson, Karen Watson	238 Wallace
Music	Wally Easter	241 Squires
Philosophy	Joseph Pitt	229B Major Williams
Political Science	Charles Taylor	535 Major Williams
Sociology	Brenda Husser, John Ryan	560 McBryde
Science and Technology Studies	Eileen Crist or Ellsworth Fuhrman	122 Lane Hall
Theatre Arts	Student's assigned advisor	Performing Arts Bldg.

Please call 231-3325 if you need further assistance or e-mail LaRae Davenport, [larae@vt.edu](mailto:larae@vt.edu).