

# Authorization to Take Courses Elsewhere | College of Architecture and Urban Studies

**Final approval is made by the CAUS Dean's Office. Pre-approved credits may be transferred to Virginia Tech following completion at another accredited college/university provided the credits appear on the official transcript sent directly from the transfer school to University Registrar at Virginia Tech.**

**INSTRUCTIONS:**

1. Complete this form while referring to Virginia Tech's Transfer Guide: <http://www.tranguide.registrar.vt.edu/>. For community college classes within Virginia, only those listed in the current Virginia Community College System (VCCS) Transfer Guide are approved for transfer for the current year.
2. If you request approval to take a course that is not listed in the Transfer Guide, attach a printout of the course description and course syllabus to this request form. The syllabus must be obtained from the transfer institution. All documents must be in the English language.
3. Discuss taking courses elsewhere with your Academic Advisor before you register. Your advisor or another department representative must sign this form.
4. Submit completed form to 202 Cowgill Hall for Dean's Office approval before taking the classes. You will receive an email once the request form is approved.
5. If the transfer college requires a letter certifying your good standing, this can be obtained through the University Registrar, 250 Student Services Bldg, 800 Washington St. or request online through HokieSpa. Log on then choose *Transcripts and Enrollment Verifications*; select *Request Enrollment Verification Certificate*.
6. Once transfer credits have been awarded, students can view them on [HokieSpa](#). If you have any questions, please contact Carolyn Harris, CAUS Director of Academic Advising, [cjharris@vt.edu](mailto:cjharris@vt.edu) or 540-231-6415.

**Have you transferred in credits from another college/university?**  Yes  No **If yes, provide institution name(s):** \_\_\_\_\_

**POLICIES GOVERNING TRANSFER OF CREDIT TO VIRGINIA TECH:**

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| <ol style="list-style-type: none"> <li>1. Courses must be taken at an accredited college or university.</li> <li>2. Online courses are eligible for transfer; correspondence courses will not be considered.</li> <li>3. Only courses with a grade of "C" or better will transfer.</li> <li>4. Courses must be college-parallel and not terminal courses in a vocational program.</li> <li>5. Only credits transfer; grades do not transfer.</li> <li>6. Of the last 45 hours before graduation, only 18 semester hours will transfer.</li> <li>7. Only courses for your primary degree will transfer. Students graduating with more than one degree (different than a double major) must complete the additional 30 hours in residence at Virginia Tech.</li> </ol> | <ol style="list-style-type: none"> <li>8. To graduate, at least 25% of total credits for major and minor must be taken at Virginia Tech.</li> <li>9. No more than 50% of required credits may be transferred from a community college.</li> <li>10. Courses taken elsewhere while a student is on suspension will not transfer.</li> <li>11. Upon a student's return to Virginia Tech, final approval of studio/design courses taken elsewhere for credit will be contingent upon faculty review of work completed at the other institution.</li> </ol> |
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|---------------------------------------|-------------------------|------------------------------|-------------|---|
| Last Name                             | First Name              | Student ID                   | Advisor     | Major   |
| VT Email                              | Term/Year of Graduation | Academic Level               | Overall GPA | Term/Year courses will be taken (i.e., Spring 2017) |
| College/University you plan to attend | City, State             | Transfer College Web address |             |   |

