Authorization to Take Courses Elsewhere - College of Architecture and Urban Studies

Final authorization will be determined by the Dean’s Office. Credit may be transferred to Virginia Tech for pre-approval taken at another accredited college/university provided it appears on the official transcript sent directly from the transfer school or University Registrar—Virginia Tech, 250 Student Services Building (0134), Blacksburg, VA 24061.

Instructions for completing this form:

1. Complete this form by using the following resources:
   - If attending a Virginia Community College refer to the VCCS Transfer Guide (http://www.registrar.vt.edu/tranguide/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.
2. If you request approval to take a course which is not in the Equivalency Database, attach a copy of the Course Description/Course Syllabus, to this request form. You can obtain the syllabus from the transfer institution. Course descriptions and syllabi must be in English.
3. Discuss taking courses elsewhere with advisor PRIOR to taking courses elsewhere and/or have the appropriate departmental representative sign this form.
4. Turn completed form into 202 Cowgill Hall for Dean’s Office approval PRIOR to taking courses. You will receive an email once the request form has been reviewed.
5. 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 certificate through Hokie Spa http://www.registrar.vt.edu/forms/student_forms.php.
6. 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 (hokies@vt.edu).

Policies governing transfer of credit to Virginia Tech:

1. Courses must be taken at a regionally accredited college or university.
2. Correspondence courses will not 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. Only credits transfer; grades do not transfer.
6. Of the last 45 hours before graduation, only 18 semester hours will transfer.
7. Only courses for your primary degree will transfer. Students graduating with more than one degree must complete the additional 30 hours in residence (at VT).
8. To graduate, at least 25% of total credits for major are minors must be taken at VT.
9. No more than 50% of credits required for a degree may be transferred from a community college.
10. Courses taken elsewhere while a student is on suspension will not transfer.
11. Final approval of studio/design courses taken elsewhere for credit will be contingent upon a faculty review of work completed at other institution, upon student’s return to Virginia Tech.

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 2013) _______________

College/Univ. you plan to attend _______________ City/State _______________ Transfer College Web address _______________
<table>
<thead>
<tr>
<th>Courses to be taken elsewhere:</th>
<th>Virginia Tech Equivalent</th>
<th>Dept. use only:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept &amp; Course #</td>
<td>Course Title</td>
<td># of sem. hrs.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Student Signature**  
By signing this form I signify that I have read and understand all of the policies and procedures governing Authorization to Take Courses Elsewhere outlined on page 1.

**Department/Advisor Signature**  
Dept. Signature above affirms that student has discussed his/her plan with academic advisor but does not guarantee final transfer credit approval.

**Study Abroad**  
If you are participating in a study abroad program, you must obtain a signature from one of the study abroad advisors in ORIED. The signature above affirms that study abroad plans have been received, all necessary paperwork has been completed, and accreditation confirmed.

**Associate Dean for Academic Affairs**  
College Approval (202 Cowgill Hall)

Students going abroad should work with their advisor or dean’s office by e-mail if class schedule changes. Forward new course descriptions/syllabi for review WHILE you are abroad. Do not wait until you return to Virginia Tech.

**Request will not be processed without departmental, study abroad (if applicable), and college approval signatures**

**Authorization is denied if student is placed on Academic Suspension.**

This form should be returned to 202 Cowgill Hall for final approval.
*Architecture MAJORS – Bilateral Exchange - Please enter transfer credit as specified in example prior to submission**

<table>
<thead>
<tr>
<th>Dept &amp; Course #</th>
<th>Course Title</th>
<th># of sem. hrs.</th>
<th>Dept &amp; Course #</th>
<th>Course Title</th>
<th># of sem. hrs.</th>
<th>(EXAMPLE) Enter tentative VT Equivalent in this column</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MA 1 Design Studio</td>
<td></td>
<td></td>
<td>ARCH 4015</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>MA 1 Design Studio</td>
<td></td>
<td></td>
<td>ARCH 4016</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>MA 1 Theory of Art &amp; Architecture</td>
<td></td>
<td></td>
<td>ARCH Elective</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Student Signature

By signing this form I signify that I have read and understand all of the policies and procedures governing Authorization to Take Courses Elsewhere outlined on page 1.

Department/Advisor Signature

Dept. Signature above affirms that student has discussed his/her plan with academic advisor but does not guarantee final transfer credit approval.

Study Abroad

If you are participating in a study abroad program, you must obtain a signature from one of the study abroad advisors in ORIED. The signature above affirms that study abroad plans have been received, all necessary paperwork has been completed, and accreditation confirmed.

Students going abroad should work with their advisor or dean’s office by e-mail if class schedule changes. Forward new course descriptions/syllabi for review WHILE you are abroad. Do not wait until you return to Virginia Tech.

Request will not be processed without departmental, study abroad (if applicable), and college approval signatures

**Authorization is denied if student is placed on Academic Suspension.**

This form should be returned to 202 Cowgill Hall for final approval.