AUTHORIZATION TO TAKE COURSES ELSEWHERE
College of Architecture and Urban Studies
Virginia Tech
Blacksburg, Virginia  24061
Phone: (540) 231-6415  Fax: (540) 231-6332

Student’s Name _______________________________________  Date __________________________
Major ___________ ID# ________________________Academic Level __________________________
Mailing Address ______________________________________________________________________

I request permission to take courses at _____________________________________________________
During the ________________________________ session of 20_____________________

This form serves only as an authorization to take credits at another college
Authorization is denied if the student is placed Academic Suspension

Rules governing transfer of credit to Virginia Tech:

1. Of the last 45 hours before graduation, only 18 hours will transfer.
2. Courses must be taken at an accredited college or university
3. Only courses listed in the Transfer Guide for Virginia Community College students will transfer from Virginia Community Colleges. (An authorization form is not required for these courses.)
4. Only courses with a grade of “C” or better will transfer. P/F courses do not transfer.
5. Only credits transfer; grades do not.
6. After completion of the course(s) and posting of grades, request that an official transcript be sent as soon as possible (not later than two terms after completion) to the University Registrar at Virginia Tech. Their address: 250 Student Services Building, Blacksburg, VA  24061.

<table>
<thead>
<tr>
<th>Course Requested to Transfer</th>
<th>Equivalent Course at Virginia Tech</th>
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<tbody>
<tr>
<td>Subject or Department</td>
<td>Course No.</td>
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Evaluated By ____________________________ Student’s Signature ________________________________
Date Evaluated _________________________ Associate Dean for Academic Affairs ____________________
Add to the database: _______________ (Academic Deans office use)