

**College of Natural Resources and Environment
AUTHORIZATION TO TAKE COURSES ELSEWHERE
EDUCATION / STUDY ABROAD**

138 Cheatham Hall
Blacksburg, VA 24061
Phone: (540) 231-5482
Fax: (540) 231-3485

Instructions:

Date Rec'd in CNRE: _____

1. Meet with academic advisor to discuss taking courses elsewhere and have advisor and 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: 1) a checksheet** for your major showing all courses you have completed to date and indicating when and where you plan to complete each remaining course (e.g., fall '14/VT, spr '14/Melbourne). Confirm this information by applying for your degree and carefully reviewing your DARS. **2) course descriptions** (in English) for each class you plan to take elsewhere and return to Academic Programs Office, 138 Cheatham 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 your advisor 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 **OR** to Virginia Tech, Education Abroad, 526 Prices Fork Road (0378), Blacksburg, VA 24061, **if** your program was arranged through them.
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 information on this form. If there are inconsistencies please contact your academic dean's office.
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.**
8. Forward your VT email to your exchange email address while on exchange.

Policies Governing Transfer Credit to Virginia Tech:

<ol style="list-style-type: none"> 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. 2. Only courses with a grade of "C" or better will transfer. 3. Correspondence courses will not transfer. 4. If prior approval is not obtained for your courses, you may not receive transfer credit. 5. Courses must be college-parallel, not terminal courses in a vocational program. 	<ol style="list-style-type: none"> 6. Only credits transfer, grades do not transfer. 7. Of the last 45 hours before graduation, maximum of 18 semester hrs can be transferred. 8. Juniors and seniors must go to Hokie Spa and apply for their degree then request a DARS to understand how these courses impact degree requirements. 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.
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Name: _____ ID#: _____ Level (Circle one): FR SO JR SR
Last First M.I.

Major: _____ Option: _____ # of Credits Already Transferred : _____

Advisor: _____ 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 _____

If yes, please specify: _____

Semester(s) you will be attending this institution: __ Fall __ Spring __ Summer Year: 20____ / __ Fall __ Spring __ Summer Year: 20____

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COURSES TO BE TAKEN ELSEWHERE			TRANSFERS TO VT AS:			GRADUATION REQUIREMENTS YOU HOPE TO SATISFY		
Dept / Course #	Course Title	# hrs.	Dept. / Course #	Course Title	# hrs.	Dept / Course #	Course Title	# hrs.

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

2. _____
 Advisor
 Advisor Signature above affirms that student has discussed his/her plan with an academic advisor, but does not guarantee transfer credit approval.

3. _____
 Dept. Representative/Curriculum Chair

4. _____
 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.

5. _____
 CNRE Academic Programs Office

Please note: Approval subject to change upon receipt of transcript.