

# COLLEGE OF NATURAL RESOURCES AND ENVIRONMENT

## Authorization of Transfer Credit

*This form serves only as authorization to take credit at another college or university within the U.S.*

Completed forms can be submitted in 138 Cheatham.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student ID: \_\_\_\_\_ Email: \_\_\_\_\_

Major & Option: \_\_\_\_\_ GPA: \_\_\_\_\_

Graduation date: \_\_\_\_\_

I request to take courses at: \_\_\_\_\_

City & State of institution: \_\_\_\_\_

During: Fall:  Winter:  Spring:  Summer:  Year: \_\_\_\_\_

### RULES GOVERNING TRANSFER OF CREDIT TO VIRGINIA TECH

1. Courses must be taken at an accredited college or university.
2. Only courses listed in the Transfer Guide for Virginia Community Colleges will transfer from Virginia community colleges. (<http://www.tranguide.registrar.vt.edu/>)
3. Courses with "C" grade or better only will transfer. Credits transfer; grades do not. Courses taken P/F will not transfer.
4. At the completion of the course, you must request in writing that an official transcript be sent to the **Office of the University Registrar, Virginia Tech, 250 Student Services Bldg. (0134), Blacksburg, VA 24061**. Their phone number is: **540-231-6252**; email: [registrar@vt.edu](mailto:registrar@vt.edu).
5. Of the last 45 semester hours before graduation, a maximum of 18 semester hours may be transfer hours.
6. Credits from community colleges may be used for no more than 50% of the credits required for graduation.
7. **No transfer credit will be allowed for courses taken during a period of academic suspension.**

| COURSE TO BE TAKEN |       |         | VIRGINIA TECH EQUIVALENT SOUGHT |       |         |
|--------------------|-------|---------|---------------------------------|-------|---------|
| Course code        | Title | Credits | Course code                     | Title | Credits |
|                    |       |         |                                 |       |         |
|                    |       |         |                                 |       |         |
|                    |       |         |                                 |       |         |
|                    |       |         |                                 |       |         |

**For office use only:** Record checked:  Student emailed:

Authorized by: \_\_\_\_\_ Date: \_\_\_\_\_