NOTE: If course is not in the VT Transfer Equivalency database, attach a photocopy of CATALOG DESCRIPTION. For summer classes, return form to 138 Cheatham by April 19th.

AUTHORIZATION OF TRANSFER CREDIT*

College of Natural Resources and Environment
Virginia Tech, Blacksburg, VA 24061
Phone: 540-231-5482/Fax: 540-231-3485

Name _______________________________________________ Student # __________________

Local Address ____________________________________________________________

Local Phone No. _____________________ E-mail _____________________ Date: __________

Current Major and Option ____________________________________________________

Projected Graduation Date (year and semester) ___________________ GPA ___________

I request permission to take courses at __________________________________________

during the □ Spring □ Summer □ Fall session of __________. (college or university)

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: 540-231-6251 or 540-231-6252; Email: 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.

IDENTIFICATION OF TRANSFER COURSE

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<th>Subject or Dept.</th>
<th>Course #</th>
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<th>Hours</th>
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VIRGINIA TECH EQUIVALENT Sought

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*This form serves only as authorization to take credit at another college or university. It is not final approval of the transfer credit.

Authorized by ____________________________ Date ______________________

(CNRE Academic Programs Office)