

**NOTE:** Attach a photocopy of CATALOG DESCRIPTION for each course. Include full page from catalog. Catalog description NOT necessary if attending a VIRGINIA community college. For summer classes, return form to 138 Cheatham by April 14.

## AUTHORIZATION OF TRANSFER CREDIT\*

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

Name \_\_\_\_\_ Student # \_\_\_\_\_

Local Address \_\_\_\_\_

Local Phone No. \_\_\_\_\_ E-mail \_\_\_\_\_ Date: \_\_\_\_\_

I request permission to take courses at (college or university) \_\_\_\_\_

during the \_\_\_\_\_ session of \_\_\_\_\_. Major and Option \_\_\_\_\_

Projected Graduation Date \_\_\_\_\_ GPA \_\_\_\_\_

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

### **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 (<http://www.registrar.vt.edu/tranguide/2004/vccs/index.html>) will transfer from Virginia community colleges.
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 **Registrar at Virginia Tech.**
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				VIRGINIA TECH EQUIVALENT SOUGHT		
Subject or Dept.	Course #	Title	Hours	Subject or Dept.	Course #	Hours

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