

## College of Natural Resources Exchange Checklist

If you plan to participate in any exchange program, begin the planning process at least 6 months prior to the date you plan to attend the exchange university. Initiate the planning phase by discussing universities that are acceptable to the faculty in your particular major. **You must complete this form to minimize problems meeting Virginia Tech graduation requirements.**

**\*GOING ON EXCHANGE MAY EXTEND THE TIME NEEDED TO GRADUATE\***

Name \_\_\_\_\_  
 University you plan to attend \_\_\_\_\_  
 Month and year you intend to start your exchange program \_\_\_\_\_  
Month/year

Date Completed      Advisor's Initials

- |       |       |    |                                                                                                                                                                                                                                                                                                              |
|-------|-------|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| _____ | _____ | 1. | You <b><u>must</u></b> meet the <b><u>ELIGIBILITY REQUIREMENTS</u></b> for continued enrollment (see back of your major checksheet) to participate in an exchange program.                                                                                                                                   |
| _____ | _____ | 2. | Obtain list of colleges and universities that offer degree program of interest. Determine if the degree program at the university of your choice meets certification or accreditation requirements for your degree. Exchange university must be approved by your advisor.                                    |
| _____ | _____ | 3. | Obtain university catalog containing course descriptions and a timetable of course offerings for exchange university.                                                                                                                                                                                        |
| _____ | _____ | 4. | Map out the courses you plan to take at the exchange university and their possible Virginia Tech equivalents on a <b><u>course substitution form</u></b> . Attach a <b><u>catalog description</u></b> of all courses you hope to take on exchange. Discuss with your advisor and modify as needed.           |
| _____ | _____ | 5. | <b><u>Fill in a checksheet</u></b> 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 '03 VT, spr '04 Melbourne). Confirm this information by applying for and carefully reviewing your <b><u>DARS</u></b> . |
| _____ | _____ | 6. | <b><u>After completing 1-5, you must obtain approval signatures on a course substitution form BEFORE beginning the exchange program from your advisor, then from the curriculum committee for your major, and finally from the Academic Dean or Counselor of the College.</u></b>                            |
| _____ | _____ | 7. | Forward your VT e-mail to your exchange e-mail address while on exchange.                                                                                                                                                                                                                                    |
| _____ | _____ | 8. | Provide authorization for your official transcript from the exchange university to be sent to the Registrars' Office at Virginia Tech upon completion of your exchange visit.                                                                                                                                |
| _____ | _____ | 9. | Upon return to the Virginia Tech campus, apply for an updated DARS and see your advisor to reconfirm your schedule for completing your degree requirements. See Suzie Leslie to finalize transcript evaluation.                                                                                              |

### Packet required for pre-approval

1. This cover sheet
2. Course substitution form with course descriptions from exchange university attached
3. Completed major checksheet with plans for completion of all remaining courses mapped by semester & location