COURSE EQUIVALENCY EVALUATION FOR INTERNATIONAL PROGRAMS
FOR PAMPLIN COLLEGE OF BUSINESS STUDENTS

(This form is NOT required for Virginia Tech Study Abroad Programs)

INCOMPLETE FORMS WILL NOT BE REVIEWED. PLEASE ALLOW FOUR WEEKS FOR PROCESSING.

Name: ________________________________________       ID Number: _______________________________________

E-mail Address: ___________________________________       Phone Number: _________________________________________

GPA: __________________      Anticipated Graduation Date:  Fall ☐ Spring ☐ Summer 1 ☐ Summer 2 ☐ 20___________

Fresh ☐ Soph ☐ Jr ☐ Sr ☐ Major(s): __________________________     Office Use: Stage of Approval: Pre_____ Post____ Abroad_____

STEPS TO BE COMPLETED BEFORE SUBMITTING THIS FORM:

1. Meet with your academic advisor to determine the best semester or summer to study abroad.
2. Determine in what country you would like to study and find a program that meets your needs.
3. Go to the Global Education Office (526 Prices Fork Road, Room 131) to complete the appropriate paperwork.
   Complete the following information once you know when and where you are going and have a representative from the
   Global Education Office sign below where indicated. This signature is to verify the program you want to participate in is run
   by an accredited college or university in the U.S. or the institution is recognized by the Ministry of Education and authorized
   to grant degrees in the country in which they are located.
   a. When do you plan to study abroad? Fall ☐ Spring ☐ Summer 1 ☐ Summer 2 ☐ Year 20 ________
   b. Is the study abroad program run through a U.S. college or university? Yes ☐ No ☐ If yes, please provide
      the name of the program: ______________________________________________________________
   c. If not a U.S. college or university, what school is your study abroad program and where?
      PLEASE NOTE: CEA, ISEP, ISA, etc, are not schools. You must indicate the name of the school that will issue your transcript.
      ___________________________      _____________________________________________________     ______________________________
      Country                                      Name of School                                                                         Internet Address (URL, e.g. www.)

   Global Education Office Representative Signature: __________________________________     Date: __________________

4. Attach to this form a DETAILED COURSE DESCRIPTION AND SYLLABUS, including ECTS/credit/contact hours,
   for each course you wish to take abroad. Make sure to include your name and student ID number in the event they become
   separated from this authorization form. Complete the table on the next page with course information for the study abroad
   course, as well as the VT course for which you would like to receive credit. Please submit no more than 8 courses for
   evaluation.
5. Please answer the following:
   a. Will the courses you wish to take exceed 18 transfer hours within your last 45 hours at Virginia Tech?
      Yes ☐  No ☐
   b. Are you completing a dual degree (155 hours)? Yes ☐  No ☐  If yes, please be aware that Virginia Tech
      policy states that the last 30 hours must be completed “in residence” (courses must be taken at Virginia Tech).
6. Call (540) 231-6602 to schedule an appointment with the Study Abroad Advisor, located in 1046 Pamplin Hall, to
   submit all paperwork. Approval will be delayed until ALL paperwork and course descriptions have been received.

READ THE FOLLOWING AND SIGN BELOW TO VERIFY YOU UNDERSTAND THE TERMS OF TRANSFER CREDITS.

I am in good academic standing with a GPA of at least 2.0. I know that only credits, not grades, from courses in which I
receive a grade equivalent to a C or better will transfer. In addition, the courses I want to transfer will not constitute more
than 50 percent of all business courses required for my major from the departments of ACIS, BIT, FIN, MGT and MKTG.
These courses will not total more than 18 of my last 45 hours before graduation. To transfer credits, I will have an official
transcript sent to the Global Education Office (0378), Virginia Tech, 526 Prices Fork Road, Room 131, Blacksburg, VA
24061.

Student’s Signature: ___________________________     Date: __________

Office Use: Evaluated by: ________________________     Date: __________     Mailed to Student by: ________________________     Date: __________
Please complete the table below with course information for the study abroad course, as well as the VT course for which you would like to receive credit. If you have any questions, please contact the Study Abroad Advisor in Pamplin Undergraduate Programs.

<table>
<thead>
<tr>
<th>Course to be taken abroad</th>
<th>Possible VT equivalent</th>
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<tbody>
<tr>
<td>Dept and Course #</td>
<td>Course Title</td>
<td># of ECTS/credit/credit hours</td>
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Frequently Asked Questions

If I am traveling on a Pamplin-led or Virginia Tech study abroad program, do I need to complete this form?

No. This form is intended for use by students who are traveling through programs not led by VT professors. If you are working with the Global Education Office or a third party program (i.e. CIMBA, ISA, CEA), you will need to complete this form and meet with the Study Abroad Advisor in the Pamplin Undergraduate Programs Office, located in 1046 Pamplin Hall.

What are ECTS credits?

ECTS credits are credits based on the European Credit Transfer and Accumulation System. Many institutions abroad use the ECTS grading scale, so it is important to know how these credits transfer to VT. The number of ECTS credits should be divided in half to determine how many transfer credits you will receive. For example, if you find a course abroad worth 4 ECTS credits, you will most likely only receive 2 credits at VT. Therefore, if you would like to earn credit for a 3 credit VT course, you would need to find an equivalent(s) worth at least 6 ECTS credits.

How many contact hours are equivalent to 3 credit hours at VT?

As a general rule, 45 contact hours = 3 credit hours at VT.

What if the classes I’d like to take abroad are not business classes? Do I still need to go through Pamplin Undergraduate Programs to have the courses evaluated?

Yes. If your primary major is within the College of Business, you will need to work with the Study Abroad Advisor in Pamplin Undergraduate Programs to have courses evaluated, regardless of what department houses the courses you plan to take abroad.

What should I do if I have courses evaluated for credit before I leave, but when I get to the host institution abroad, the courses are full or no longer being offered and I am unable to take them?

If you get abroad and are no longer able to take one or more of the classes you had evaluated for credit before departure, please contact the Study Abroad Advisor immediately. We will do our best to have new courses evaluated in time for you to enroll. However, there is no guarantee that this can be done, as many parties are involved in credit evaluation. If you must enroll in a class that has not been evaluated for credit, please know that we will evaluate the class upon your return to VT. We will do our best to award credit for your efforts. In choosing a course, try to find one that closely matches a VT course description.

What if I have already traveled abroad and would like to receive VT credit for the classes I completed abroad?

If you have returned from a study abroad trip and did not have your courses evaluated prior to your departure, please complete steps #3 through #5 on the Course Equivalency Evaluation form. Please be aware that there is no guarantee that you will receive VT credit, but we will do our best to award credit for your efforts wherever possible.

I am interested in getting the International Business minor. Where can I find more information on this?

Many students who study abroad pursue the International Business minor. There are 6 courses required for the minor, as well as foreign language and international experience requirements. The checksheet for the IB minor can be found on the Pamplin Undergraduate Programs website (www.undergrad.pamplin.vt.edu) under “Checksheets.” If you have questions about the minor, please contact the Study Abroad Advisor.

I’ve completed my study abroad program and have returned to the United States. What’s next?

Once you return from studying abroad, it is your responsibility to check the status of your transcripts and ensure that they have been received by the University Registrar. If you took classes that were different than those classes you had pre-approved, please schedule an appointment with the Study Abroad Advisor to discuss course evaluation. It is your responsibility to make us aware of any changes from your pre-approved courses and provide us with necessary documents, such as syllabi.

If I am an ACIS or BIT major, can I take in-major courses abroad?

No. The Departments of Accounting and Information Systems (ACIS) and Business Information Technology (BIT) require their majors to take all in-major courses at Virginia Tech. If you have questions about what classes are considered “in-major,” please contact the Study Abroad Advisor.