

AUTHORIZATION TO TAKE COURSES ELSEWHERE

Approval is required before taking courses at any other school, including Virginia Community Colleges

Pamplin College of Business, Virginia Tech

This form serves only as authorization to take credit at another college or university, not final approval of transfer credit. Once an official transcript is received, final approval is decided. Authorization is denied if a student is placed on Academic Suspension.

PLEASE ALLOW A WEEK FOR PROCESSING OF THIS FORM.

Name:	Student Number:	Level: Fresh, Soph, Jr, Sr
Address:*	Phone:	Major:
City, State, Zip	E-mail address:	Date:

* LIST ADDRESS WHERE YOU WANT RESPONSE SENT.

RULES GOVERNING TRANSFER OF CREDIT TO PAMPLIN COLLEGE OF BUSINESS:

1. **Credit will not be transferred while a student is on suspension.** (_____)
2. Only courses with a grade of C or better will transfer. Only credits transfer; grades do not.
3. The course must be offered at an accredited college or university.
4. The course must be approved by the Associate Dean as equivalent to a VPI&SU course.
5. Only courses listed in the Transfer Guide will transfer from Virginia Community Colleges.
6. No more than 50% of the credits required for graduation may be transferred from two-year colleges. In the College of Business, this maximum is 62 semester hours.
7. The College requires at least 50% of all Business semester hours (any required courses taken in Accounting, Business Information Technology, Finance, Management, and Marketing) be taken at Virginia Tech. The Departments of Accounting and Information Systems and Business Information Technology require their majors to take all in-major courses at Virginia Tech.
8. Of the last 45 hours before graduation, a maximum of 18 semester hours may be transfer hours.
9. The student must have an official transcript sent no later than two semesters after the work is completed. **Send transcripts to: Registrar (0134), Virginia Tech, Blacksburg, VA 24061.**

COMPLETE THE FOLLOWING, IF YOU MEET ALL OF THE TRANSFER RULES LISTED ABOVE:

- I request permission to enroll for the _____ (fall, summer, spring) term of 20____ at _____
- _____
 NAME of School (and CAMPUS location if more than one.) CITY & STATE or COUNTRY, if not U.S
- Office Use Only - School Code _____
- Will the course(s) listed below exceed 18 transfer hours within your last 45 SHs? ____ Yes ____ No
 If yes, you must see Dean Clemenz about petitioning the Academic Appeals Committee (See Rule 8)
- STUDENT'S SIGNATURE:** _____

Please submit a copy of the catalog course description with authorization unless the course is from a Virginia school.

COURSE ELSEWHERE				VIRGINIA TECH COURSE				Office Use	
Dept.	Course Number	Title	Sem. Hrs.	Dept.	Course Number	Title	Sem. Hrs.	Approved	Data base

Evaluated by: _____ Date _____ Approved by: _____ Associate Dean _____ Date _____

Mailed to student: _____ (date) _____ (initials)