

AUTHORIZATION TO TAKE COURSES ELSEWHERE

Pamplin College of Business



INSTRUCTIONS – READ CAREFULLY

- Approval is required before taking courses elsewhere, including Virginia community colleges.
- Complete this form in ink. Use it for one term at one school.
- For **Virginia Community College System (VCCS) schools**: Submit this form as early as possible. We recommend at least 5 workdays before the class start date. No syllabus is required.
- For **4-year universities in any state (or country), and for 2-year colleges outside Virginia**:
 - **Submit this form as early as possible.** Many courses require academic department review. This can add 2 or more weeks to processing time.
 - **Provide a syllabus** with your request. (Some schools call it a course outline.)
 - **If the syllabus lacks any of the following information, provide it** in a separate document with your request: textbook (and edition, if applicable), chapters and topics covered in the course, and how grades are determined (e.g., 4 midterms (10% each), final exam (25%), etc.).
 - For **Economics** courses: I will take this course [MARK ONE] in a classroom___ online___. If online, provide a syllabus for the online version of the course.

Name: _____ Student ID Number: _____ Level: _____
 FR, SO, JR, SR

Permanent Address: _____ Phone: _____ - _____ - _____ Major: _____

City, State, Zip: _____ E-mail: _____@vt.edu Date: ____/____/____

Rules governing transfer of credit to Pamplin College of Business:

1. Courses taken elsewhere while a student is on suspension will not transfer to Virginia Tech.
2. Only courses with a grade of “C” or better will transfer. Credit hours 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 course at Virginia Tech.
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 2-year colleges. In the College of Business, this maximum is 62 semester hours.
7. Pamplin requires at least 50% of all Business credit hours (any required courses in Accounting and Information Systems (ACIS), Business Information Technology (BIT), Finance, Hospitality and Tourism Management, Management, and Marketing) be taken at Virginia Tech. The Departments of ACIS and BIT require their majors to take all in-major courses at Virginia Tech (except ACIS 1504, 2115, and 2116; BIT 2405, 2406, and 3414).
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 to **Registrar (0134), Virginia Tech, Blacksburg, VA 24061** no later than two semesters after the work is completed.
10. This form serves only as authorization to take credit at another university or college, not final approval of transfer credit. Once an official transcript is received, final approval is decided by the registrar.

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

I request permission to enroll in the [MARK ONE] fall___ winter___ spring___ summer___ term of 20____ (year) at

NAME of School (and CAMPUS location if more than one.) _____ CITY & STATE (or COUNTRY, if not U.S.) _____

FOR OFFICE USE ONLY - School Code: _____

Will the course(s) listed below exceed 18 transfer hours within your last 45 hours before graduation (see rule 8)? Yes _____ No _____
 (If yes, you must see the Associate Dean about petitioning the Academic Appeals Committee.)

STUDENT’S SIGNATURE: _____ Date _____

COURSE ELSEWHERE				VIRGINIA TECH COURSE				FOR OFFICE USE ONLY	
Subj.	Course Number	Course Title	Cr. Hrs.	Subj.	Course Number	Course Title	Cr. Hrs.	Approved (Yes/No)	Database (In/Add)
BUSI	1001	EXAMPLE [Other course title]	3	MGT	1234	EXAMPLE [VT course title]	3		

Evaluator's Notes: _____

Evaluated by: _____ (Signature and Date) _____ Initial log
 _____ Scan form/Email to student
 _____ Copy to Registrar (If applicable)
 _____ Log-out
 Approved by: _____ (Signature and Date) Processed: Initials _____ Date _____