**INSTRUCTIONS**
- 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.

### 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. The transcript will not be sent to the registrar until academic approval is received from the registrar.
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] [full] [winter] [spring] [summer] term of [20_] [year] at [NAME of School] (and CAMPUS location if more than one.)

<table>
<thead>
<tr>
<th>FOR OFFICE USE ONLY</th>
<th>School Code</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>Subj.</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSI</td>
<td>1001</td>
<td>EXAMPLE [Other course title]</td>
<td>3</td>
</tr>
</tbody>
</table>

### VIRGINIA TECH COURSE

<table>
<thead>
<tr>
<th>Subj.</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT</td>
<td>1234</td>
<td>EXAMPLE [VT course title]</td>
<td>3</td>
</tr>
</tbody>
</table>

### Evaluator’s Notes:

Evaluated by: ___________________________  (Signature and Date)
Approved by: ___________________________  (Signature and Date)

Initial log
Scan form/Email to student
Copy to Registrar (If applicable)
Log-out
Processed: Initials ______  Date _______

Updated: Fall 2016