

## Policies Governing International Transfer Credit:

### Policies:

1. Courses and transcript must be taken at an accredited college or university in the U.S. or the institution must be recognized by the Ministry of Education and authorized to grant degrees in the country in which it is located
  - a. VT does not accept transcripts from any third party programs. Transcripts must be sent directly from the college or university at which the classes were taken, or from the School of Record for that program. You may need to request these before you travel to your program.
  - b. It is best practice to request more than one official transcript, so that you may retain an official transcript with your records.
2. Please read the following grade policies carefully:
  - a. Only courses with an equivalent grade of “C” or better will transfer
  - b. P/F courses, Homestudy courses and Terminal or vocational courses do not transfer
3. Only credits transfer, grades do not
4. A course passed at VT takes priority over transfer equivalent course
5. A minimum of 25% of the credit for the degree must be earned at VT
6. Only 18 of the last 45 credit hours can be transferred from another institution.
7. Only courses for your primary degree will transfer; students completing more than one degree must complete an extra 30 hours of VT credit. **No exception.**
8. Courses taken elsewhere while on suspension will not transfer

**Authorization is denied if student is placed on Academic Suspension**

### Procedures:

**Please allow a minimum of 3 months for processing this request. Please note: Approval subject to change upon receipt of transcript if courses taken differ from your approvals.**

1. Discuss taking courses elsewhere in advance with your primary advisor followed by the study abroad advisor. This will help you determine the best semester, including winter or summer, to study abroad and how study abroad might affect progress towards your degree.
2. Determine the country and university in which you wish to study, and find a program that meets your needs. For assistance in determining the country in which you wish to study, please contact the Global Education Office (526 Prices Fork Road (0378), Room 131, Blacksburg, VA 24061 Phone: 540-231-5888 E-Mail: vtabroad@vt.edu)
3. Go to the Global Education Office for advice and to review this transfer paperwork once you know when and where you are going. Have a representative from the Global Education Office sign this form where indicated. This signature is to verify that an accredited college or University runs the program you want to participate in 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.
4. Bring this form with all detailed course descriptions and syllabi (may be emailed to advisor) to the appropriate college office below, including ECTS and/or credit for each course you wish to take abroad. Ensure to include your name and student ID number on each page you provide in case pages become separated from this authorization form. Complete the table on the next page with course information for study abroad courses, as well as the VT courses for which you would like to receive credit. Please submit no more than 8 courses for evaluation. In many cases, credits or units from elsewhere do not transfer to VT on a 1 for 1 basis.
5. Are you completing a dual degree (not a double major)? If yes, please be aware that Virginia Tech policy states that the last 30 hours for the dual portion of your degree must be completed “in residence,” (courses must be taken AT Virginia Tech).
6. See your Academic Dean’s Office for a meeting with an appropriate representative. Turn completed form and syllabi in to your Academic Dean’s office for approval PRIOR to taking courses. See the chart below for the location of your Academic Dean’s Office. A separate form must be submitted for each term or institution in which you intend to take courses elsewhere.
7. A separate form must be submitted for each term or institution in which you intend to take courses elsewhere.

Agriculture and Life Sciences	1060 Litton Reeves	Liberal Arts and Human Sciences	238 Wallace Hall
Architecture and Urban Studies	202 Cowgill	Natural Resources + Environment	138 Cheatham
Pamplin College of Business	1046 Pamplin	College of Science	North End Center, Suite 4300
Engineering	212 Hancock	University Studies	117 Femoyer

**I have read and understand the policies and procedures governing transfer credits.**

Initials:

**To transfer credits, I will have an official transcript sent to the Global Education Office: 526 Prices Fork Rd (0378), Room 131, Blacksburg, VA 24061**

Initials:

## 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 Education Abroad Office or a third party program (e.g. 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 Registrar Minor Checksheets website ([www.registrar.vt.edu/graduation/checksheets/minors](http://www.registrar.vt.edu/graduation/checksheets/minors)) by searching "International Business." 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.

# Authorization to Take Courses Abroad (International)

## Student Information:

Last Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Advisor: \_\_\_\_\_ Level:  Fr  So  Jr  Sr GPA: \_\_\_\_\_

Primary Major: \_\_\_\_\_ Secondary Major: \_\_\_\_\_ Minor(s): \_\_\_\_\_

Anticipated Graduation:  Fall  Spring  Summer 1  Summer 2 Year: \_\_\_\_\_

(Please submit a separate form for each term + institution you plan on taking courses elsewhere.)

Term/Year you plan to take courses:  Fall  Spring  Summer Year: \_\_\_\_\_

College/University: \_\_\_\_\_ Country: \_\_\_\_\_

Web address (URL) of the institution: \_\_\_\_\_

Have you transferred in credits from another university? If so, which one(s)? \_\_\_\_\_

Is this Study Abroad through a United States College or University, or a third party program? Will transcripts come from a US school or a school other than the school you are attending?

No

Yes, please specify:

Are these hours going to be used towards an additional degree? (not a second major)

No

Yes

If you answered yes, STOP! Read #5 of the policies governing transfer credit included. You may not be able to take courses elsewhere.

