

## Virginia Tech - College of Engineering Transfer Credit Request Form - EDUCATION / STUDY ABROAD

**Courses must be pre-approved by the College of Engineering Academic Dean's Office/212 Hancock Hall.**

**Policies Governing Transfer Credit to Virginia Tech:**

1. Courses must be taken through either a study abroad program offered by an accredited college or university in the U.S. or an institution recognized by the country's Ministry of Education.
2. Only courses in which the student earned a grade of "C" or better will transfer. Home study, correspondence and Pass/Fail courses will not transfer. Courses taken as credit-by-exam or as advanced standing at another school do not transfer.
3. Only credits earned transfer; grades do not transfer and do not figure into a student's Virginia Tech GPA computation.
4. Where credit hours given at the other school exceeds that for the equivalent Virginia Tech course, only the Virginia Tech credit hours will be granted.
5. A course passed at Virginia Tech takes priority over an equivalent transfer course, regardless of when the transfer course is taken or the grade earned. Courses that duplicate previously studied material will not transfer.
6. A minimum of 1/4 of the credit for the degree must be earned at Virginia Tech.
7. Of the last 45 semester hours before graduation, a maximum of 18 semester hours may be transfer hours.
8. Courses taken elsewhere during periods of academic suspension will not transfer to Virginia Tech.

**Completing the Transfer Credit Request Form:**

1. Choose a school and courses. Check with the transfer school to ensure the courses you want to take will be offered during your term(s) of attendance. Contact the Study Abroad Advisor at [engabroad@vt.edu](mailto:engabroad@vt.edu) for a list of schools offering engineering programs.
2. If the institution you wish to attend requires a letter of good standing from Virginia Tech, you may request this certification by filling out a form in the Registrar's office, 250 Student Services Building.
3. Meet with academic advisor to discuss taking courses elsewhere and have the advisor or approved departmental representative sign this form.
4. Go to Education/Study Abroad Office (International Affairs – 526 Prices Fork Rd. Room 131) to complete appropriate paperwork and pay fees, if any. Have representative from Study Abroad Office sign this form.
5. For each class you request to take elsewhere you must obtain a detailed syllabus (in English) from the institution. Attach syllabi for each class to this form, and return to 212 Hancock Hall or submit to [rdw@vt.edu](mailto:rdw@vt.edu). Upon completion of the course(s), request that an official transcript (English translated copy) be sent to: Virginia Tech, University Registrar, 250 Student Services Building (0134), Blacksburg, VA 24061. If you have not submitted a transcript showing completion of the course(s) by one calendar year after completing the course(s), you forfeit transfer credit for the course(s).
6. This authorization is based on information you provide and is subject to change if the information changes. Once transfer credit is awarded, students must confirm that it is consistent with the decision reflected on this form. If there are inconsistencies please contact your Academic Dean's office in 212 Hancock Hall. No changes will be made to the transfer credit one year after completion of the transfer course(s).
7. There are many details to the study abroad process. Please allow a minimum of 3 months for final approval. You should begin this process at least 6 months prior to your departure date.
8. Student may submit up to two forms (eight courses) per term, maximum of two institutions, for consideration.

Student's Initials: \_\_\_\_\_ Student ID#: \_\_\_\_\_ Date: \_\_\_\_\_

Major: \_\_\_\_\_ Current # of Transfer Credits: \_\_\_\_\_ Local Phone #: \_\_\_\_\_ VT Email: \_\_\_\_\_@vt.edu

Name and country of institution you will be attending: **Technische Universität Darmstadt, Germany — PROGRAM: "Automotive Engineering Summer in Germany"**

Is this a study abroad that is administered through a United States college or university? (will transcript come from a U.S. school?) **NO**

Semester(s) you will be attending this institution: **SUMMER 2016**

Other Institution				VT Equivalent					
Dept	Course #	Course Title	#Cr Hrs	Dept	Course #	Course Title	#Cr Hrs	Office use Approved	Place On TED
ME	XXX3	Automotive Development Trends (Trends in Automotive Engineering)	4 CP ECTS	ME	5XXX	ME technical elective	2		
ME	XXX4	Advanced Design Project	4 CP ECTS	ME	5694	Advanced Design Project	2		
ME	XXX5	Tutorial Automotive Engineering (Automotive Engineering Lab)	4 CP ECTS	ME	5XXX	ME technical elective	2		

### NOT REQUIRED FOR THIS PROGRAM

**STUDENT SIGNATURE**

Student signature above affirms that the student understands transfer policies and knows if/how this will impact degree requirements.

**ADVISOR/DEPT. REPRESENTATIVE**

Dept. signature above affirms that student has discussed his/her plan with academic advisor but does not guarantee transfer credit approval.

**EDUCATION/STUDY ABROAD OFFICE SIGNATURE**

Signature above affirms that the student has notified the Education Abroad Credit Office of their plans and the Institution meets Policy #1 requirements above.