



# Transfer Course Approval Form

Please fill this form out digitally for course entry, signatures can be either digital or physical.

Name: \_\_\_\_\_

VT ID (last 4 digits only): \_\_\_\_\_

Major:  Aerospace Engineering  Ocean Engineering

Area of Specialization: (Select one)

- Aero-Hydrodynamics  Dynamics & Control  Space Engineering  
 Applied Mathematics  Ocean Engineering  Structures & Structural Dynamics  
 Applied Physics

The Transfer Course Approval Form is due prior to the submission of the MS or PhD Plan of Study. Transfer courses include VT UG/G courses. **For MS degrees:** Up to 50% of graded coursework on a Plan of Study may be transferred from a graduate program at another institution and are subject to the approval of the Advisory Committee.

**For PHD degrees:** Up to 15 credits of course work on the Plan of Study may be transferred from another university and are subject to the approval of the PhD Advisory Committee. Grades must be in letter grade format (A-F).

Each transferred course must have a grade of B (3.0/4.0) or better, have been earned while in good standing in graduate status, and must have been graduate courses (numbered 5000 or higher) at the institution where the student took the courses. Grades of "S" or "P" are not acceptable for transfer credit. Transfer courses count only as credit hours for the Plan of Study and are not included in the calculation of the Virginia Tech GPA.

**Official transcripts are required before transfer coursework can be approved for the Plan of Study**, including submitting a course catalog description or syllabus for each course being evaluated for transfer credit with this form. Official transcripts must [be submitted to the Virginia Tech Graduate School](#). Submit separate Transfer Course Approval Forms for courses transferred from different institutions. For transfer coursework more than five years old, a [Course Justification Request form](#) must be filed with the submission of the Plan of Study.

Transfer Courses						
Name of Transfer Institution:						
Year	Term	Subject	Course #	Course Title	Grade	Hours
Substitution for Virginia Tech Course (if applicable):						
Year	Term	Subject	Course #	Course Title	Grade	Hours
Substitution for Virginia Tech Course (if applicable):						
Year	Term	Subject	Course #	Course Title	Grade	Hours
Substitution for Virginia Tech Course (if applicable):						
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Substitution for Virginia Tech Course (if applicable):						

## Graduate Student

\_\_\_\_\_  
 Graduate Student Signature Printed Name Date

## Advisory Committee

\_\_\_\_\_  
 Committee Chairperson Signature Printed Name Date

\_\_\_\_\_  
 Committee Co-Chairperson Signature Printed Name Date

\_\_\_\_\_  
 Committee Member Signature Printed Name Date

\_\_\_\_\_  
 Committee Member Signature Printed Name Date

\_\_\_\_\_  
 Committee Member Signature Printed Name Date

\_\_\_\_\_  
 Committee Member Signature Printed Name Date

## AOE Department

\_\_\_\_\_  
 Graduate Program Director or Department Head Signature Printed Name Date

\_\_\_\_\_  
 Graduate Program Coordinator Signature Printed Name Date