**Transfer of Credit**

Students may transfer graduate course credit hours, up to 50% of those required for the graduate degree (beyond the baccalaureate), toward a Biomedical Engineering M.S. or Ph.D. degree.

**Conditions & Restrictions:**

The credits/courses . . .

. . . must be transferred from an accredited institution
. . . must have earned a “B” or better
. . . must have been earned as a graduate student in good standing
. . . must be acceptable for the graduate degree program in Biomedical Engineering
. . . must not carry grades of “S” or “P” unless the course is only offered on a pass/fail basis
. . . must be acceptable to the student’s advisory committee
. . . must have been completed within the time limits prescribed for satisfying degree requirement

Credit for courses from other universities which do not have a similar counterpart at Virginia Tech or Wake Forest may be permitted as long as they are graduate level courses, and approval from the student’s Advisory Committee has been obtained.

**Time Factors:**

Credit for transferred courses count only as credit hours and are not included in calculation of the GPA.

Credits are transferred when they are entered on the Plan of Study and approved by the Graduate School. Transfers must be approved by the Advisory Committee before a student’s Plan of Study can be submitted to the Graduate School. For M.S. students this should be done by the end of the second semester of study, and for Ph.D. students plans should be submitted by the end of the third semester of study.

**NOTE:** If a course being transferred was taken more than five years prior to the time the Plan of Study is filed, it will be necessary to submit evidence to the Graduate School that the course content is still valid, and that it should be allowed to be part of the Plan. This is done through the use of a form (currently called a Course Justification Request) found on the Graduate School Website. It must be filled out, signed by the committee, and submitted to the Graduate Coordinator who will send it to the Graduate School when the Plan of Study is filed. Plans with courses more than five years old will not be approved without having course justifications included. For more information regarding course justifications see this website link: [http://www.grads.vt.edu/academics/procedural_guidelines/pos/pos_old_coursework.html](http://www.grads.vt.edu/academics/procedural_guidelines/pos/pos_old_coursework.html)

See next page for procedure
**Procedure for Student and Committee:**

Students will prepare a draft of the plan of study for the review of the advisory committee. The SBES plan of study format includes a section for listing transfer courses. In this section students will identify those course(s) he/she wishes to transfer to meet SBES requirements.

The list of transfer courses must meet Graduate School requirements in that not more than 50% of the course credits needed for the degree can be transferred. Other conditions as listed on the page above must also be met. Additionally, research hours do NOT qualify for use as transfer credits.

The student’s advisory committee will consider the request regarding transfer credits, and approve or disapprove the draft plan of study. The student must supply the committee with a transcript showing that the course was successfully completed.

At the committee’s discretion, the student may be required to supply the committee with some or all of the following:

- a copy of the course syllabus as taught (don’t use a graduate catalog description);
- the title and author of the textbook used;
- a sample of a graded assignment;
- a copy of any test and/or the final exam.

In unusual cases, the committee may also decide to ask an outside expert to review the proposed course.

If the committee approves both the plan of study and the proposed courses for transfer, the committee will sign off on the plan of study.

The plan of study document is then submitted to the Graduate Coordinator at Virginia Tech for Graduate Program Chair approval (signature) and final processing.

*Make sure the Virginia Tech Graduate School has an official copy of the transcript showing the course(s) you are transferring. They will not approve your Plan of Study without it.*