

# ENGINEERING CHANGE OF MAJOR

## SUMMER APPLICATION TIMELINE

### STEP 1: IDENTIFY CLASSES

#### TIMELINE: BEFORE APRIL

- Identify the requirements you still need to successfully complete to apply to change your major to one of 14 degree-granting engineering majors.

### STEP 2: FIND COURSES

#### TIMELINE: BEFORE APRIL

- Find and choose where to take courses over the summer which fulfill remaining change of major requirements.

#### Virginia Tech

- Use the [Virginia Tech Timetable of Classes](#) to verify if a course is taught over Summer Session I and/or Summer Session II.

#### Other Institution

- Consult the [How to Transfer Credits Flowchart](#)
- Look for equivalent courses on the [VCCS Guide](#) or the [Transfer Equivalency Database](#).
- Complete and submit the proper Transfer Credit Request Form

### STEP 3: ENROLL IN COURSES

#### TIMELINE: BEFORE MAY

#### Virginia Tech

- Complete Summer Course Request AND/OR Add/Drop Classes

#### Other Institution

- Verify that the courses are taught over the summer
- Apply for admission and enroll in courses

### STEP 4: SUCCESSFULLY COMPLETE COURSES

#### TIMELINE: MAY - EARLY AUGUST

#### Virginia Tech

- Courses taken through Virginia Tech will affect GPA.

#### Other Institution

- Students must earn a C or better in courses for them to transfer. Grades of C- or lower will not transfer.
- Only credits transfer, grades do not.

### STEP 5: COMPLETE CHANGE OF MAJOR APPLICATION

#### TIMELINE: JULY 28 - AUGUST 12

- Submit university change of major application on Hokie Spa.

### STEP 6: UPLOAD PROOF OF TRANSFER CREDIT

#### TIMELINE: JUNE 28 - AUGUST 15

#### Virginia Tech

- Does not apply.

#### Other Institution

- Upload proof of transfer credit for any change of major coursework not displayed on Hokie Spa on Qualtrics located on the [Engineering Education Change of Major/Minor Website](#) under "Application Timeline."
- Request official transcript to be sent to the Virginia Tech Registrar's Office.

### STEP 7: ADD IN-MAJOR ENGINEERING COURSES

#### TIMELINE: AFTER APPLICATION IS PROCESSED - AUGUST 24

- After change of major applications have been processed students are notified of acceptance, students who have been accepted into a degree granting engineering can add major-restricted courses.