**ENGINEERING CHANGE OF MAJOR**

**SUMMER APPLICATION TIMELINE**

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**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.

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**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.

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**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

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**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.

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**STEP 5: COMPLETE CHANGE OF MAJOR APPLICATION**

**TIMELINE: EARLY-MID AUGUST**

- Submit university change of major application on Hokie Spa.

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**STEP 6: UPLOAD PROOF OF TRANSFER CREDIT**

**TIMELINE: EARLY-MID AUGUST**

**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 Website](#) under "Application Timeline."
- Request official transcript to be sent to the Virginia Tech Registrar's Office.

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

**TIMELINE: MID-LATE AUGUST (BEFORE FALL COURSES BEGIN)**
- 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.