

Request for Technical Elective Credit

Instructions: ME students must successfully complete 15 credit hours of approved technical elective (TE) course credit as part of their BSME degree requirements. A list of approved TE courses, appropriate to your year of graduation, is available online via the ME website and hardcopies are available outside of Randolph 113. Other technical courses offered at Virginia Tech, but not shown on the approved list, may be accepted for TE credit, with approval. You must make a formal request for any particular course to be reviewed for TE credit and supply the required documentation. This request with all necessary attachments must be submitted by the last day of the add/drop period prior to enrollment in the course(s). All fields on this request form must be completed. Incomplete requests will not be approved. You will be notified via email of the review results.

Printed Name: Signature: _____

Student ID Number: Email:

Program Abbrev.	Course #	Title	Credit Hours
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Current Term/Year: Date:

List the Program Abbreviation (e.g. CEE, or ECE), Course #, Course Title, and number of Credit Hours for each course for which you are requesting TE credit.

For each course listed above, you must attach a detailed course syllabus (a short course description, e.g. from the Course Catalog is NOT sufficient), which includes the title of the textbook (and authors) and a detailed list of specific topics covered in the course. More detail on specific course content will improve the chances of approval. Insufficient information will result in disapproval of the course.

Below (you may attach another sheet if necessary), explain why the course should be approved for TE credit and most importantly, explain how the course(s) contribute to your educational plan or goals.