SUMMER COURSE AT ANOTHER INSTITUTION – REQUEST FOR APPROVAL

GUIDELINES

☐ Prior Approval: All courses must be pre-approved by The Clay Center at VSB, and taken at a four (4) year accredited institution on a semester (not quarter) system. Please complete and submit a separate form for each class, along with a copy of the course description.

☐ ENG1050, ETH2050, PHL 1000, THL 1000, and VSB courses, including all core business, VSB major, and VSB minor courses, must be taken at Villanova.

☐ Submission Deadline: May 15 or 10 days prior to the start of the course(s).

☐ Course Length: All courses must meet at least 15 days with a total meeting time of at least 37 hours.

☐ GPA Requirement: Students applying for approval must have a minimum 2.0 cumulative GPA. If GPA falls below 2.0 once spring grades are posted, the pre-approved form will be voided.

☐ Grade Format: All courses must be taken in the letter grade. Satisfactory/Unsatisfactory option is unacceptable.

☐ Maximum Number of Credits: During one summer, students may take no more than a total of four (4) courses. For transfer students, the maximum number of transferable credits is 60 – this includes AP, study abroad, and summer credits from another institution.

☐ Distance Learning (DL) Courses: If a DL course is offered at Villanova, students may not register for the same course at another institution, unless the course at Villanova is full.

☐ Transfer Credit: The pre-approved credits are transferrable if a minimum grade of “C” is earned. Students must request an official transcript and have it sent to: The Clay Center at VSB | Villanova University | 800 Lancaster Avenue | Villanova, PA 19085. “T” grade will appear on the Villanova transcript, not the actual grade received.

☐ Residency Requirement: The final 30 credits of a student’s academic program must be completed at Villanova.

☐ Business Minor Students: Upon approval, academic year business minor students may take ECO 1001, ECO 1002, or the statistics requirement at another institution. All courses must be pre-approved by the student’s college as well as the Clay Center at VSB.

PLEASE COMPLETE THE FOLLOWING INFORMATION

Name ___________________________ ID # __________________ Current GPA ______

I am a: ☐ VSB student ☐ Business Minor student

Institution Name ___________________________ City, State ___________________________

<table>
<thead>
<tr>
<th>SUBJECT &amp; COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDITS</th>
<th>VU EQUIVALENT &amp; CREDITS (Clay Center will complete)</th>
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Student Signature/Date ___________________________ Clay Center Advisor Signature/Date ___________________________

FOR OFFICE USE ONLY

Date student notified: ___________________________ Transcript received / credit entered: ___________________________

Fall 2017