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.

Course Start Date _______________      Course End Date _______________      Total 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.

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 __________________________

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<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: __________________________

Summer 2016