



## WINTER SESSION 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 syllabus.
- 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:** December 1 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 \_\_\_\_\_  
 Course may not overlap with Villanova’s final exam schedule or the start or end of the Villanova semester.
- 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 winter session, students may take no more than a total of two (2) courses. For transfer students, the maximum number of transferable credits is 60 – this includes AP, study abroad, and summer and winter credits from another institution.
- Distance Learning (DL) Courses:** A DL winter session course must be equivalent to an in-person course with regard to course length (i.e., the equivalent of **15** days and a total meeting time of at least **37** hours).
- 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 \_\_\_\_\_

SUBJECT & COURSE #	COURSE TITLE	CREDITS	VU EQUIVALENT & CREDITS <i>(Clay Center will complete)</i>

Student Signature/Date \_\_\_\_\_ Clay Center Advisor Signature/Date \_\_\_\_\_

#### FOR OFFICE USE ONLY

Date student notified: \_\_\_\_\_ Transcript received / credit entered: \_\_\_\_\_