



INTERNAL TRANSFER POLICIES

The following College of Liberal Arts and Sciences policies and procedures are provided for the information of internal transfer applicants. A signed copy of this form must be attached to the application form in order for it to be processed and a student admitted to the College.

TRANSFER CREDITS

A student admitted to the College of Liberal Arts and Sciences may take courses at another four-year college or university for transfer credit to Villanova with the prior permission of the Dean's Office. Only courses taken at an accredited four-year college or university and which are equivalent to a course offering at Villanova will be approved for transfer credit. Some transfer credit and AP credit given by another Villanova College may not be accepted when a student transfers into the College of Liberal Arts and Sciences.

LIBERAL ARTS AND SCIENCES COURSES

Arts and sciences grades for courses that have been taken while enrolled in another college at the university, and which have been deleted from the computation of the student's GPA while in that college, will be reinstated upon transfer to the College of Liberal Arts and Sciences. The arts and sciences grades and credits earned will be computed in the student's Liberal Arts and Sciences GPA and will be used to determine the student's academic standing in the College.

REGISTERING FOR COURSES IN OTHER COLLEGES

Internal transfer students may not register for business, engineering or nursing courses while enrolled in the College of Liberal Arts and Sciences without permission from the Dean's Office. The only exception is courses taken toward the Business Minor once the student has been accepted into that program.

EXCLUSION OF COURSES FROM THE GPA

Once a student has successfully completed two consecutive semesters in the College of Liberal Arts and Sciences and has attained a GPA ≥ 2.50 in each semester, grades for courses that do not ordinarily apply to the student's new Arts and Sciences curriculum may be excluded from the calculation of the student's GPA. This exclusion is not automatic. Students must petition the Dean's Office for the exclusion.

Name: _____ Date: _____