



Request for Approval for a Summer Course at Another Institution

Submission Deadline: May 15th

Please provide a course description in addition to the following information:

Name Student ID Major: GPA (cum)

College or University to Be Attended (Please provide address)

I am a VSB Business Minor

(*VSB Business Minor Students may only take one (1) business course at another institution.)

To enroll and receive credit in a course offered at another US institution, a student must:

- Provide a course description.
- Have at least a 2.0 cumulative grade point average. **GPA:** _____
- Take course(s) at a four year accredited institution
- Courses must meet at least 15 different days and total meeting time must be at least 37 hours.
Start Date: _____ **End Date:** _____
- Please have an official transcript sent to *The Clay Center at VSB (Bartley #1054)* as soon as the course is completed
Date Received: _____ **Notify Student of Transcript Receipt:** _____
- Earn a "C" or better. (Credits only, not quality points, are transferable)
- VSB students may take a total of two (2) business courses at another institution within US, and these business courses may NOT be in their major. **Business Courses Taken:** _____
- Students who transferred into Villanova: maximum of 60 credits (20 courses) are transferable. This includes Advanced Placement (AP), Study Abroad, and credits from another institution. **Total Transfer Credits:** _____
- If a course is offered through distance learning at Villanova, students may not register for the same course at another institution. However, if a distance learning course offered by Villanova is full, an exception may be granted for a student to take the desired course at another institution.

Important: A course description and prior approval is necessary before enrolling in courses.

SUBJECT & COURSE #	COURSE TITLE	CREDITS	VU EQUIVALENT	CREDITS

*ETH 2050 (Ethics), MGT 3301 (Policy Formulation and Administration) and MGT 1102 (Management Essentials) *must be taken at Villanova.*

Academic Area Chairperson Signature

Date

Notify student of course approval