



# VILLANOVA School of Business

## Summer Courses at Another Institution - Request for Approval Deadline for Submission: May 15

Date	Name	Student ID#
Major (s)	College or University to Be Attended	City, State

Please check this box if you are a student enrolled in the *Business Minor* program. **Note:** *Business Minor* students may take **one** (1) Clay Center *pre-approved* business course at another institution.

All VSB students seeking to take summer courses at another institution and all Business Minors seeking to take a business course at another institution are required to:

- Provide the Clay Center with **this completed form and a course description** before **MAY 15<sup>th</sup>**. All courses must be *pre-approved* by the Clay Center before enrolling at another institution.
- Take course(s) at a **four** (4) year accredited institution.
- Have at least a **2.0** cumulative grade point average (GPA). Current GPA is: \_\_\_\_\_.
- All courses must meet at least **15** different days and total meeting time must be at least **37** hours.  
**Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_
- Earn a "**C**" or better grade. (Credits only, not grades or quality points, are transferable)
- Have an official transcript sent to *The Clay Center (Bartley #1054)* as soon as the course is completed.

**Please note:** 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.

Other Related Policies:

1. **Business Courses:**

- **Class #2009, #2010, and #2011:** Within the U.S., VSB students in Class #2009, #2010, and # 2011 may take a total of **two** (2) *pre-approved* business courses at another institution.
- **Class # 2012 or After:** VSB students in Class # 2012 or after **may not** take any business courses within the U.S.

2. **Major Courses:** Major courses may not be taken at another institution within the U.S.

3. **Courses Must Be Taken at Villanova:** ENG 1050 (The Literary Experience), ETH 2050 (Ethics), MGT 1102 (Management Essentials), MGT 3301 (Policy), and VSB 4002 (Strategic Thinking & Implementation).

4. **Maximum Transfer Credits:** For transfer students, the maximum credits transferrable are 60 credits (20 courses), including AP, Study Abroad, and credits from another institution. **Total Transfer Credits:** \_\_\_\_\_.

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

SUBJECT & COURSE #	COURSE TITLE	CREDITS	VU EQUIVALENT	CREDITS

\_\_\_\_\_  
Melinda German, Associate Dean, Undergraduate Business Programs

\_\_\_\_\_  
Date

\_\_\_\_\_  
*Notify student of course approval*

\_\_\_\_\_  
*Date*