

Request to Take Course(s) at Another Institution

Once a student has matriculated in a degree program at Villanova University, credit for courses from other universities may only be transferred to Villanova under certain circumstances. Students may request to enroll in courses at another institution by submitting this [linked form](#). Students permitted to take courses at another institution are required to adhere to Villanova's policy on [transfer credits from another institution](#) and College of Professional Studies' [transfer credit policy](#).

Please note the following additional policies concerning transfer courses:

- Approval must be granted prior to enrolling in the course(s); Villanova credit will not be awarded for students who take a course(s) and retroactively seek approval.
- The deadline for submitting this [form](#) is 15 days prior to the start of the course.
- To be eligible for transfer credit from another institution a student must have a cumulative grade point average (GPA) of 2.0 or better and be in good academic standing. If GPA falls below 2.0 once grades are posted, the pre-approval will be voided.
- Grades earned in courses taken at other institutions are not factored into a student's Villanova GPA. A "T" grade will appear on the Villanova transcript and not the actual grade received.
- Courses offered at regionally accredited four-year and two-year institutions can be considered for transfer credit.
- All courses must be taken in the standard letter grade scale; Satisfactory/Unsatisfactory option is not applicable for transfer for Villanova credit.
- There may be additional restrictions on course applicability to core and major requirements depending on a student's degree and major.
- In all cases, the final 30 credits of a student's academic program must be completed at Villanova.
- Final official transcripts must be sent to Villanova College of Professional Studies at the completion of the course to officially award credits towards a student's Villanova degree.

After speaking with an Academic Advisor, students can fill out this [form](#) to request permission to take courses at an external institution on the [Policies & Forms](#) page. When the student fills out the form, it is sent to the associate director of advising who vets the courses, then sent to the director of academic programs for final approval. All parties are notified once it is approved.