

Course Elsewhere

With recommendation of their Department Chair, and approval of the Associate Dean for Undergraduate Affairs, active engineering students are permitted to earn course credit at other schools. To initiate a request to do this, the student must complete the Permission to Take Courses Elsewhere form. [The form can be found on the Current Engineering Undergraduate Students Intranet site.](#) A complete description of the substitute course content in the form of a copy of the other institution's official course catalog or a copy of the other institution's web description must be attached to this form. This information must be researched and compiled by the student before it is attached to the form. The student should allow 7-10 days for final action to be taken on the request. Questions concerning courses taken elsewhere should be directed toward the student's academic advisor or Department Chair.

Students who have completed approved courses elsewhere must request that institution send a final official transcript to their Department Chair. Students are responsible for ensuring the department has received their transcript within two semesters of completing the course.

Villanova normally does not approve transfer of credits for courses taken during the summer at other colleges and universities if the same or comparable (for purposes of filling requirements) courses are available at Villanova in a distance education mode during the summer.

Please note: Credit will only be awarded for courses in which a grade of "C" (or the equivalent) or better is earned.