ACADEMIC POLICIES AND PROCEDURES

I don’t think I am going to get the required C- in my accounting class? What should I do?

First, consider meeting with your instructor to go over your quizzes and tests and get help in the areas you do not understand. The accounting fraternity, Beta Alpha Psi, usually provides group tutoring 1 to 2 nights prior to each test. Ask your professor for details and check your email (BUSINFO).

Second, you can get general study skills help in the Student Success Center located in 110 Femoyer Hall. They also offer free tutoring. Check their website at www.studentsuccess.vt.edu for more information. The Cook Counseling Center, located in 240 McComas Hall, has online study skills workshops and guides. The topics and workshops are listed at www.ucc.vt.edu/academic_support_students.

Third, if you just feel you cannot bring your grade up, you can drop the class before the drop deadline. The deadline is usually about 6 weeks into the semester and is always listed on the academic calendar. To drop a class, go to Hokie Spa and click on Registration & Schedule. Please see your advisor before you drop a class.

Last, if you have withdrawal credits available, consider staying in the course until the deadline for late course withdrawal. If you have to repeat the course, then you will have seen the majority of the course. If you do not believe that you will pass the course with the required grade (C-), you can apply the “W” grade policy. Keep in mind that you can only apply a “W” for three courses in your time at Virginia Tech. Be sure to look to check out the academic calendar for the deadline. It is usually the last day of classes for the semester (before Reading Day). You will need to complete the form to Apply the “W” Policy, which you can get in 1046 Pamplin Hall or on our website at www.undergrad.pamplin.vt.edu/advising/forms/. Then you need to schedule an appointment to meet with your advisor at www.advising.pamplin.vt.edu to discuss the pros and cons of using the withdrawal, as well as making up the course. Finally, your advisor will sign the form, which should be turned into the Undergraduate Programs Office in 1046 Pamplin Hall.

I am not doing well in biology and it is past the drop deadline, what can I do?

Consider applying the “W” grade policy, which allows you to withdrawal from up to three courses throughout your time at Virginia Tech. The deadline to withdrawal from a course is usually on the last day of classes for the semester (before Reading Day).

First, you will need to complete the form to Apply the “W” Policy, which you can get in 1046 Pamplin Hall or on our website at www.undergrad.pamplin.vt.edu/advising/forms/. Then you need to schedule an appointment to meet with your advisor at www.advising.pamplin.vt.edu to discuss the pros and cons of using the withdrawal, as well as making up the course. Finally, your advisor will sign the form, which should be turned into the Undergraduate Programs Office in 1046 Pamplin Hall.

I think I know all the material in MATH 1525. Do I have to take the class?

You must have credit for the class in order to meet the degree requirements in business. However, you could request Credit by Exam (CBE). Each department determines whether they will offer credit by exam. The math department does offer CBE the first week of the semester. You should contact the department directly for their procedure. Often departments will have the student take the final exam and receive a specified grade to be awarded CBE.

There is a fee of $10.00 per credit hour, which could change. There is also a limit of 12 hours which can be taken as CBE.

I found out I have three exams in one day. Can I change one of them?

If you have three or more exams within 24 hours or conflicting exams due to a common time exam, complete the Exam Change form available in 1046 Pamplin Hall or on the undergraduate website forms page at www.undergrad.pamplin.vt.edu/advising/forms.
The Request for Final Exam Change form requires that you obtain the signature of the faculty member(s) willing to let you take their exam at a time other than scheduled. When you complete the form, turn it in to the Undergraduate Program Office in 1046 Pamplin Hall. Once your request is approved, you will be notified to pick up the form in 1046 Pamplin Hall. Many faculty members will require that you provide them with the approved form before you can take the exam at a different time. Please check the academic calendar for the form’s deadline.

Last semester my GPA was 3.98. Is there any special recognition for this?

If you were enrolled in at least 12 hours last semester, yes, you made the Dean’s List. Any student who earns at least a 3.40 for either fall or spring semester is on the Dean’s List. There is no Dean’s List for the summer.

You and your parent or guardian will get a letter from Dean Sumichrast in recognition of your excellent semester. All students who made the Dean’s List for the previous semester will be listed on the University’s Awards Page at www.universityawards.vt.edu. In addition, the university sends announcements on each Dean’s List student’s daily and weekly community newspapers, if the student has a permanent address on file. Students who request that personal information be withheld in accordance with the Family Educational Rights and Privacy Act of 1974 cannot be included in this recognition program.

I received something about a midterm grade. What is this?

Midterm grades are issued to all first semester freshmen and transfer students. If your instructor determined that you have a grade of C or better now, then your midterm grade is “S” for satisfactory. If your grade is C- or lower, the grade is “U” for unsatisfactory. The midterm grade helps you to evaluate where you stand in classes and get the help you need to improve your grade in any classes with a “U” grade. The midterm grade is not part of your permanent record. It is only shown on the Hokie Spa for limited period of time. It is intended to be an early indicator of academic progress. Students are urged to visit with their instructors and advisors to discuss any unsatisfactory results.

I didn’t get all the classes I need through Course Request and Drop/Add and now those classes are full. What should I do?

There is a process called “Force Add,” in which some departments can override the capacity of the class listed in the timetable. Some departments do not do force adds. For example, the ECON department does not force add anyone into Principles of Economics (ECON 2005-2006). To get into this class, you will have to keep looking for an open seat in the Timetable of Classes.

The process for requesting a Force Add varies from one department to another but no force adds are processed after the last day to add a class. Within the Pamplin departments, the process varies. ACIS, BIT, FIN, MGT, and MKTG conduct their force add requests online through their departmental websites. If you need an HTM course, you need to go to the departmental office. For all other departments on campus, check their website first to see if they have an online system or instructions. If no information is available, then contact the department directly.

Please be aware that just because you submitted a force add request, you are not guaranteed to be enrolled in the course!

I keep hearing about Policy 91. What is this all about?

Policy 91 outlines university-wide minimum criteria to determine if students are making satisfactory progress towards the completion of their degree. Pamplin UG Programs fully supports this policy. Specific expectations for satisfactory progress for Pamplin majors are outlined here:

1. Be enrolled in a degree-granting program prior to attempting 72 credits

2. Completion of the nine lower division business courses (ACIS 1504, ACIS 2115-2116, BIT 2405-2406, ECON 2005-2006, and MATH 1525-1526 (or equivalents) with a final grade of C- or better.
3. Completion of the nine lower division business courses (ACIS 1504, ACIS 2115-2116, BIT 2405-2406, ECON 2005-2006, and MATH 1525-1526 (or equivalents) by 72 attempted hours. Transfer students (from another institution or a major outside Pamplin) must complete courses by 90 attempted hours.

4. A minimum 2.0 overall Grade Point Average (GPA) and a 2.0 Policy 91 course average. This is the combined average of ACIS 1504, 2115-2116, BIT 2405-2406, ECON 2005-2006, and MATH 1525-1526 (or equivalents). This means that you cannot earn all C- grades in these courses.

If you do not meet this criteria, you may not be eligible to remain in the Pamplin College of Business. You will need to meet with your academic advisor in person to discuss your options. Exceptions may be granted in the form of an “Alternate Plan.” Please see your advisor if you have questions.

**GRADUATION**

How do I apply for graduation?

In the 1st semester of your junior year, you must apply for your degree via the Degree Menu on the Hokie Spa. Once you apply for your degree (entering your term of graduation, major and minor), you can request a DARS via the same menu. You should review the DARS with your in-major advisor at least once a semester until graduation.

What is DARS? I keep hearing about it and don’t know what it is.

DARS is short for Degree Audit Report System. Before you can runs a DARS report, you must apply for your degree. This is done in the first semester of the junior year (60 earned credit hours). To apply for your degree, go to the Hokie Spa and click on the “Degree Menu”. Applying for your degree is simply entering when you plan to graduate with what major, option, and minor (if applicable).

After applying for your degree, you can request a DARS in the same degree menu. Once you have the DARS, you should review it with your advisor. It is important to request a new DARS at least once a semester or whenever something changes. [http://www.registrar.vt.edu/graduation/undergraduate/degree/](http://www.registrar.vt.edu/graduation/undergraduate/degree/)

If you are not yet eligible to apply for your degree, you can run a “what if” DARS. This is a hypothetical DARS based on any major you choose. You can find the “what if” DARS in the same degree menu.

What is the difference between a double major and dual degree?

There are two major differences. The dual degree requires that you need to complete 30 hours in addition to the hours required for the first major as well as any secondary degree requirements. In Pamplin, this means you need to complete 155 credits. A student completing a dual degree will receive two diplomas (one for each degree). You can graduate with one of the majors, get your diploma for that major, and then complete the 30 hours and get the second diploma, or you may finish both degrees at the same time. The last 30 hours must be completed at in residence at Virginia Tech.

A double major still means you have completed the requirements for two degrees, but you could do it with less than 30 additional hours. The second major is noted on your transcript, but you only get one diploma (the first major listed). You receive a certificate for your second major.

In either case, you can list both majors on your resume. Employers usually look at transcripts, not diplomas.
TRANSFER CREDITS

I dropped a class and want to take it back home in the summer. How can I make this happen?

You can check the Transfer Equivalency Database (see www.registrar.vt.edu) to see if there has been an equivalent course transferred from your home institution in the past. Whether or not a course is a listed, you must submit an “Authorization to Take Courses Elsewhere” form to our office in 1046 Pamplin Hall. If the course is not being offered through the Virginia Community College System (VCCS), you will need to submit a syllabus for review.

The database is a guide but not a guarantee of transfer credit. Only approval on the authorization form ensures acceptance of credit. Please be aware that grades do not transfer, only credit hours. Also, you must earn a grade of C or better for the credits to transfer to VT.

I took three classes last summer. They’re on my transcript but not on my DARS. What do I need to do to have this corrected?

This is probably a really quick fix. Come to 1046 Pamplin Hall and we can check your credits. It’s likely the credits have not been applied to your degree. We will contact the Registrar to correct this problem.

CHANGING AND DECLARING MAJORS AND MINORS

I’m in HTM (or ECON) now and want to change to Marketing. What do I need to do?

If you were originally admitted to Virginia Tech as an HTM (or ECON) major, then you just need to complete one simple form (Change of Major). On the other hand, if you start at Tech in a major outside Pamplin (i.e University Studies), you will need to apply for admission into the restricted business majors (ACIS, BIT, FIN, MGT, MKTG). The criteria includes your overall GPA (must be at least 2.0), completion of ACIS 1504, ECON 2005, and Math 1525-1526 (or equivalencies). The GPA of these courses must be at least a 2.5. Applications are accepted three times per year. Please check our website for more information: http://www.undergrad.pamplin.vt.edu/advising/changemajor.html

I don’t know what to major in and even if I want to stay in business. What can I do?

There are a lot of ways to research majors. Pamplin provides many opportunities throughout the year to network with employers and alumni. They will answer questions about careers within their companies. The Business Horizons career fair is a great way to see who hires our students and what they do.

The university offers a course titled “Exploring Careers” (UNIV 2004), which is taught fall and spring. You can also go to Career Services and take some interest inventories and do some research there. Each department at Virginia Tech has a career advisor and they are listed in Career Services.

Finally, Pamplin has its own Career Services program. You may schedule an appointment (540-231-6602) to meet with a career advisor to discuss your options.

Deciding on a major is like doing a research project. It takes time to make this kind of decision. You will not need to declare you major until the end of the sophomore year. However, the university policy states that you must have a major declared at 72 hours.

Do I have to have a minor? How do I add a minor?

No, you do not have to have a minor. It is a student’s choice. Once you decide on a minor, go to the departmental office for that minor. You will be able to pick up the application form, complete it and turn it into the appropriate office. Some minors require you to have certain courses, grades or hours completed before declaring/applying to the minor. Requirements should be listed on the form, as well as the departmental website. All applications for business minors are available in 1046 Pamplin Hall. For all minors outside of business, you will need to go the specific department that houses the minor.
How do I know if there is a minor in geology? Where can I get a list of all the minors?

To see if a department offers a minor, the best place to look is the University Registrar’s website at https://www.registrar.vt.edu/graduation/checksheets/minors/.

Not all majors have a minor. For example, there are no minors in any business major, except economics. Finally, be sure to check the year when looking at websites. You need to be sure that you are looking at current information, as minors get added and dropped periodically, but old websites may still appear in your search.