

APPLICATION FOR RESTRICTED MAJOR HOSPITALITY AND TOURISM MANAGEMENT (HTM)



- To be used by:**
- * Any Virginia Tech student not currently enrolled in a major in the College of Business who wants to change first majors or add a second major in HTM.
 - * Current ECON major who is not "native" to the College of Business who wants to change into or add HTM as a second major. Note: Native to the College of Business is defined as a student who entered the university as a BUS, ECON, or HTM major.

STEPS TO SUBMITTING THE APPLICATION

1. **See reverse side to review the requirements for an explanation of the application and review process.**

2. **Check the following:**

Review application now OR Hold for this semester's grades
 Change first major OR Add a second major

3. **Provide the following information:**

Name: _____ Student No: _____

Current Major: _____ Current College: _____ Academic Level: Fresh Soph, Jr Sr
Circle One

Anticipated Graduation Date: _____ E-mail: _____
(If number one is in your e-mail, write 1 to distinguish from L)

Mailing Address: _____

City, State, Zip Code: _____ Phone: _____

4. **Complete the attached application worksheet.**

5. **Submit completed Application to 1046 Pamplin Hall.**

Applications are reviewed weekly during the fall and spring semesters, and every other week during the summer. Students may expect notification within two to three weeks.

Student's Signature: _____ **Date:** _____

My signature on this form indicates that the information on this application is correct, and I acknowledge that a change of major at this time does not entitle me to exceptions in curriculums as stated on checksheets and/or in the undergraduate catalog. I understand that a change in major may extend my anticipated graduation date.

For Office Use Only	
_____	_____
Decision	Date

GPA WORKSHEET

1. What is your current overall GPA (to two decimal places)? _____
2. Please complete the chart below. You must have successfully completed all of the classes with asterisks in order to submit an application.
3. Complete the chart below to determine your GPA in required courses plus other lower-level ACIS, BIT, and ECON classes you have taken. You must include all of the classes listed on the chart that you have completed.
 - a. Enter your grade for each class in the "grade" cell.
 - b. Enter the corresponding points earned for each grade in the "points" cell by multiplying the points associated with the grade times the number of credit hours for the course (most are 3 hour classes).
 - c. Total the "points" column and enter the sum in the cell to the right of "total".
 - d. Divide "total" by the number of associated credit hours and enter that number in the cell to the right of "GPA".
 - e. If you have taken a course elsewhere for credit, enter a T in the "grade" cell and 0 in the "points" cell, but do not include this course in the count used to divide into the total points for GPA determination.
4. In order to submit an application, your overall GPA must be at least 2.0, and your GPA derived through the chart below must be at least a 2.5.

	Course		Grade	Points
*	ACIS	1504		
*	ECON	2005		
*	MATH	1525 or _____		
*	MATH	1526 or _____		
	3rd Math?	_____		
	ECON	2006		
	ACIS	2115		
	ACIS	2116		
	BIT	2405		
	BIT	2406		
			Total>	
			GPA>	

Grade Points	
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	.7
F	0

AN EXPLANATION OF THE APPLICATION AND REVIEW PROCESS REGARDING PAMPLIN'S RESTRICTED MAJOR: HOSPITALITY AND TOURISM MANAGEMENT

What is required to apply?

In order to apply, a student must meet the following requirements:

- (1) Successful completion of MATH 1525-1526 (or equivalents*), ACIS 1504, and ECON 2005.
- (2) A minimum combined GPA of 2.5 in MATH 1525-1526 (or equivalents*), and all ACIS, ECON, and BIT lower division courses attempted; acceptance is based upon competitive GPA and space available.
- (3) A minimum overall GPA of 2.0; acceptance is based upon competitive GPA and space available.

* Equivalents are (1) MATH 1114-1205-1206, (2) MATH 1114-1205-2015, (3) 1015-1016-2015, (4) 1205-1526.

What is considered in the review process for acceptance?

Given the demand for admission to Pamplin and the resources available to the college, acceptance of students wanting to change majors into HTM is based upon competitive GPAs and space available. Therefore, please be aware that although a minimum overall GPA of 2.0 is required to apply, the mean overall GPA of students accepted into HTM is approximately 2.7. The minimum GPA in MATH and lower-level business classes required to apply is 2.50, but the mean GPA in those courses of students accepted into Pamplin's restricted majors is approximately 2.8.

The review process examines an applicant's overall GPA as well as the GPA in courses required for application (see #2 above). Approximately 83% of all applications to change majors are accepted. GPA requirements may vary over time, depending upon the number of applicants and the departmental capacity to accept new students.

What if I have questions regarding the application and review process?

The College of Business offers Non-major Information Sessions to answer questions regarding the application process and to offer suggestions for students who may not be competitive for acceptance into the restricted majors. The dates of the Non-major Information Sessions are posted on the Pamplin Undergraduate website at <http://www.undergrad.pamplin.vt.edu>.

What are my options if I am not admitted into Pamplin?

If your application is not approved, we encourage you to meet with your current advisor. Additionally, transition advisors are available through the University Advising Center to assist students who are between majors. If you are not earning B's or better in required College of Business prerequisites, it is not foreseeable that you will do well in upper division business courses; we suggest that you explore other options to put yourself on a successful academic path. In any case, do not take business classes beyond the 2000 level as a strategy to gain entrance into the college. Doing so is likely to be costly in time and money without contributing to your progress toward a degree.

THANK YOU FOR YOUR INTEREST IN THE PAMPLIN COLLEGE OF BUSINESS

