

Undergraduate Handbook

B.S. in Agricultural Sciences

Department of Agricultural and Extension Education

2270 Litton Reaves Hall (0343)

Blacksburg, VA 24061

Phone: (540) 231-6836

Fax: (540) 231-3824

<http://www.aee.vt.edu>



VirginiaTech

College of Agriculture
and Life Sciences

Table of Contents

Introduction	2
Academic and Career Advising	3
<i>Faculty Advisors, Departmental Resources, Student Files</i>	3
<i>Family Educational Rights and Privacy Act of 1974</i>	4
University Resources	5
Academic Information	6
<i>Courses and Prerequisites</i>	6
<i>Double Majors</i>	6
<i>Second Degree (also called Dual Degree)</i>	7
<i>Minors</i>	7
<i>Applying for your Degree</i>	7
<i>Degree Audit Reporting System (DARS)</i>	8
<i>Graduation with Distinction</i>	9
<i>B.S. Degree in Honors</i>	9
Academic Rules and Requirements	10
<i>Academic Eligibility</i>	10
<i>Satisfactory Progress towards the Agricultural Sciences degree</i>	10
<i>Grades</i>	11
<i>The Honor System</i>	12
<i>Course Registration</i>	13
<i>Checksheet</i>	13
<i>Plan of Study</i>	13
<i>Full-time Academic Status</i>	14
<i>Class Ticket</i>	14
<i>Add-drop</i>	14
<i>Force-Adds</i>	14
<i>Late Adds and Drops</i>	15
<i>Resignations</i>	15
<i>Course Withdrawal</i>	15
<i>Academic Probation/Suspension</i>	16
<i>Pass/Fail Options</i>	16
<i>Class Level</i>	17
<i>Repeated and Duplicated Courses</i>	18
<i>Health, Physical Education, and Recreation Limit</i>	18
<i>Hours Which Do Not Count Toward Graduation</i>	18
<i>Overloads</i>	19
Specialized Opportunities	21
<i>Education Abroad</i>	21
<i>Internship Program</i>	21
<i>Independent Study</i>	22
<i>Undergraduate Research</i>	23
Agricultural and Extension Education Faculty and Staff	24
<i>How to Contact Faculty Members</i>	24
<i>Faculty and Staff</i>	24

Introduction

Welcome to the Department of Agricultural and Extension Education! We hope that your academic career at Virginia Tech will be one: of intellectual exploration and rigor; that will engage your curiosity; and that will allow you to grow professionally, personally, and academically. This Departmental handbook presents some of the key areas of responsibility and departmental information. **It is designed to accompany the Virginia Tech Undergraduate Catalog, and should not be considered as your only reference guide.** The Virginia Tech Undergraduate Catalog, located online at <http://www.undergradcatalog.registrar.vt.edu/>, is a more complete source. It is advised that you read the Virginia Tech Undergraduate Catalogue thoroughly for more detailed information. You can also find additional information in the advising office, 268 Litton Reaves Hall, on the Department's website at <http://www.aee.vt.edu>, and on the College of Agriculture and Life Sciences (CALS) website at <http://www.cals.vt.edu>.

Graduation is your responsibility!

Virginia Tech, like most other universities, has three sets of degree requirements: those set by the university, those set by the college, and those set by the department.

The **University** requires you to have a minimum 2.00 Grade Point Average (GPA) overall, as well as in the major and minors, in order to receive a degree. A **University Liberal Education Curriculum** is in effect; its purpose is to ensure that you receive a broad education. Important changes are always being made in the liberal education curriculum applying to students entering Virginia Tech in fall of that particular year and thereafter. Therefore, you should be very careful that you are following requirements which apply to you and should NOT take advice from students who may be following a different set of requirements. You can find University Liberal Education Curriculum guidelines on-line at http://www.provost.vt.edu/student_resources.php.

The second sets of requirements are those of the **College of Agriculture and Life Sciences (CALS)**. College requirements are intended to ensure that you receive a broad education and to provide you with the intellectual skills to continue learning throughout your life. CALS requires the completion of at least 120 semester credit hours for an undergraduate degree. The specific course requirements of the College are detailed in the University catalog <http://www.undergradcatalog.registrar.vt.edu/0708/als/index.html>. Further CALS information is available at <http://www.cals.vt.edu/>.

The third set of requirements, the **Departmental (or "major")** requirements, guide your efforts to prepare for a career in agriculture or for further education beyond the bachelor's degree. The specific Departmental requirements are detailed in this Handbook, the University Undergraduate catalog, and the Departmental website at <http://www.aee.vt.edu>. A graduation checklist for all Agricultural Sciences majors is available at <http://www.aee.vt.edu>.

Academic and Career Advising

Departmental Resources, Faculty Advisors, Student Files

Thomas W. Broyles (268 Litton Reaves Hall) serves as the Undergraduate Coordinator. He is available to answer questions, will schedule informational meetings, and manages curricular issues. While face-to-face contact is preferred, if you have questions and are unable to contact Dr. Broyles, you can email him at tbroyles@vt.edu or AIM screenname VTAGSC.

Mrs. Vickie Keith, the Advising Assistant (268 Litton Reaves Hall) is the go-to person for academic records and basic information. While face-to-face contact is preferred, if you have questions and are unable to contact Mrs. Keith during her office hours, you can email her at vkeith@vt.edu.

To help you understand and meet the requirements for your Bachelor of Science degree in Agricultural Sciences, the Department assigns you a faculty advisor to assist in course selection, career choices, and academic or personal concerns. One of the most important functions a member of our department can perform is giving you academic and career advice. It is possible for you to spend four years at Virginia Tech and never see your advisor; however, we strongly recommend that you work to develop a relationship with your advisor and the advising office to make sure that you remain in compliance in meeting University, College, and Department requirements.

It is highly advised that you schedule semester meetings with your faculty advisor to plan your coursework. Your advisor's name is listed in Hokie Spa, your grade sheet, and all similar mailings from the Registrar's Office. If you are unable to find this information, please see Mrs. Vicki Keith (268 Litton Reaves Hall) immediately! You should make a point of meeting with your assigned academic advisor at least once per semester, usually during registration time. Faculty office locations are posted outside 2270 Litton Reaves and at the end of this handbook. Keep in mind that faculty members also teach classes, attend meetings, do research, and have other obligations, so they are not in their offices at all times. Your advisor will assist you in planning a course of study that will meet all requirements and will assist you in selecting courses towards your professional or career goals. If you desire to change your advisor for any reason, you should request a change from Mrs. Keith, the Advising Assistant.

The Department maintains a personal file for each student, which contains grade reports, copies of correspondence sent to you by the Department or by other offices in the university, advisor's notes, and a variety of other academic information. It is the intent of the Department to regularly update and/or add to these files to maintain current record of information. If you wish to see your file, you can obtain it in the Advising Office. Files may be read in the main Advising Office (268 Litton Reaves Hall) or they may be taken to your faculty advisor's office, **but the file should not be removed from the building**. The Department has chosen to allow you easy access to your file, but the ease of access is dependent upon your cooperation. You will need to leave your ID to check out your folder.

The Department holds informational meetings for students on graduate schools, job opportunities, internships, and many other topics. Be sure to pay attention to Departmental e-mail announcements and website regularly for this and other important information.

On occasion, the Departmental listserv will be used to send important information concerning registration, Departmental events, and jobs. Please be sure to pay attention to these occasional messages from Dr. Rick Rudd (Department Head), Dr. Thomas Broyles (Undergraduate Coordinator), Ms. Michelle Greaud (Administrative Assistant), or Mrs. Vickie Keith (Advising Assistant).

Again, this handbook is not designed to be your only reference guide. Every student should refer to the Virginia Tech Undergraduate catalog <http://www.undergradcatalog.registrar.vt.edu/>. Keep in mind that changes are often made after the catalog has been developed, so it is always wise to keep in contact with your advisor about your particular requirements. Transfer students should also read “Information for Transfer Students” which is available from the Admissions Office at <http://www.admiss.vt.edu/transfer.html>.

Family Educational Rights and Privacy Act of 1974

Buckley Amendment

To comply with the provisions of the Family Educational Rights and Privacy Act of 1974 (as amended), Virginia Polytechnic Institute and State University, the College of Agriculture and Life Sciences, and the Department of Agricultural and Extension Education will not release education records or personally identifiable information contained therein, other than directory information, without your written consent.

Directory information will be withheld upon the written request of you. Such prohibition against release generally does not extend to record requests from other school officials at this institution who have an educational need to know, state and federal education authorities, courts or accrediting organizations. Questions concerning this policy may be referred to the Office of the University Registrar.

Note: Due to the laws covering confidentiality, it is illegal for anyone to release information (grades, course enrollment, class schedule, and standing) about you to anyone (including parents) without your written permission. If you who wish to grant such permission you should complete the Disclosure of Student Information form found on-line at <http://www.cals.vt.edu/students/current/StudentForms.html> and submit the form to the Departmental Advising office.

University Resources

The work of the advisor is supported by several groups, including:

University Center for Undergraduate Education 540-231-6823 www.undergraduate.vt.edu	International Research, Education and Development 540-231-6741 www.oired.vt.edu
Career Services 540-231-6241 www.career.vt.edu	Scholarship and Financial Aid 540-231-5179 www.osfa.vt.edu
Center for Academic Enrichment and Excellence 540-231-5499 www.cae.vt.edu	Service Learning Center 540-231-6964 www.vtseves.vt.edu
Cook Counseling Center 540-231-6577 www.ucc.vt.edu	Services for Students with Disabilities 540-231-3788 www.ssd.vt.edu
Cooperative Education 540-231-8685 www.career.vt.edu	University Bursar 540-231-6277 www.bursar.vt.edu
Cranwell International Center 540-231-6527 www.uusa.vt.edu/cranwell	University Registrar 540-231-6252 www.registrar.vt.edu
International Education/Study Abroad 540-231-4133 www.educationabroad.vt.edu/	Women's Center 540-231-7806 www.womenscenter.vt.edu

These offices provide assistance in developing preferred academic skills and habits, resolving personal problems, finding a job, being admitted to professional schools, or selecting a program of graduate study. These are the primary, but not the only, services and organizations within the University that are available to you as a Virginia Tech student. Your Virginia Tech Undergraduate Catalog and Virginia Tech's website will be able to provide you with a more detailed list of other resources. You should not feel hesitant to seek help or advice. These offices exist for the purpose of serving you.

In addition, during your tenure with the Agriculture Sciences Department, the Office of Academic Programs in the College of Agriculture and Life Sciences will be an important asset in your pursuit of your degree. Associate Dean and Director, Dr. Mary Marchant and her staff will handle many of the forms and course requests that you will need to progress through your

academic career. The Office of Academic Programs is located in 1060 Litton Reaves Hall (<http://www.cals.vt.edu/students/current/OfficeofAcademicPrograms.html>).

Academic Information

Please consult the College of Agriculture and Life Sciences website at <http://www.cals.vt.edu/students/current/OfficeofAcademicPrograms.html> for further information on academic policies. The information presented below is merely a summary of some key points and should be used for general reference purposes as a start.

Courses and Prerequisites

All courses and their prerequisites are listed and described in the University Undergraduate Catalog (<http://www.undergradcatalog.registrar.vt.edu/>). It is very important to check the prerequisites for each course, and DO NOT sign up for a course if you have not successfully completed the prerequisite. If you should become enrolled in a course for which you have not taken the prerequisite, you may be told by the instructor to drop the course, or in most courses, the Department will drop you.

You are an Agricultural Sciences major. However, along with that proud academic standing, there are additional considerations for you to ponder.

Double Majors

You may have interests in majoring in more than one area. This is called a "double major" (for example, Agricultural Sciences and Communication, Agricultural Science and Agricultural Economics, etc.) and reflects a desire to establish a career in areas that complement each other. If you are interested in a double major, check with the other department to see what courses they require. Keep in mind that some majors, like Communication, Human Nutrition Food and Exercise, and Engineering restrict admittance. Be sure to talk directly with an advisor in the second major in which you are interested. Be sure to contact your Agricultural Sciences faculty advisor to discuss your goal of double majoring.

You may declare a second major by completing a form obtained on the College of Agriculture and Life Sciences website (<http://www.cals.vt.edu/students/current/StudentForms.html>) getting the necessary signatures on the form and submitting the form to the appropriate Dean's office. If you choose to double major, you will specify a first and second major, and you will have an advisor in each department in which you major. We strongly advise you to keep Agricultural Sciences as your first or primary major, especially on important documentation and forms, and for special events such as graduation. It is very important when you are working to graduate with a double major, to stay in contact with BOTH advisors. Keep in mind that faculty advisors in one department do not necessarily know the requirements of another department.

If you fulfill the requirements for more than one major, after graduation, the Registrar's Office will list all your majors on your undergraduate transcript if you request that they do so. However, you will receive only one diploma, showing the major you specified as your first, or primary, when you initially became a double major and when you applied for graduation.

Second Degree (also called Dual Degree)

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

- If you complete the requirements for a second degree you will receive two diplomas – one for each major.
- To receive a second degree, you must complete an additional 30 semester hours beyond those required for the degree. For example, if you complete your first degree in Agricultural Sciences (120 semester hours) and wish to complete a second degree in another major, you would be required to have a total of 150 semester hours.
- Both degrees may be awarded simultaneously, but two applications for degree must be submitted to the Registrar's Office.

Other items to keep in mind:

- The second degree should be added on a curriculum change form in the Dean's Office of the second major so that the office of the second major will receive pertinent paperwork.
- You should consult advisors in **BOTH** departments.
- You should keep copies of all paperwork for academic transactions.
- You should review all courses within both majors to identify courses that may address the same course objectives and information. If you find that there are courses in each major that may replicate the same material, it is advised that you discuss this replication with both departments/advisors. It is advised that you consult both departments/advisors to determine which courses must be taken within each major, regardless of course objective replication.
- Some required courses in your dual majors may be offered at conflicting times. You should try to identify these courses early and give them highest priority in the course plan of study.

Minors

You are required to complete two approved minors for the Agricultural Sciences degree. However, minors not associated with the degree allow you to explore an area outside of Agricultural Sciences that will add depth to your studies. A minor focuses in one academic area. Any department that offers a major may offer a minor; however, some departments do not offer a minor. If you desire a minor in a particular subject, refer to requirements in the University catalog or on that department's website. Minors will be noted as such on your transcript.

Applying for your Degree

You should apply for your degree the first semester of your junior year.

1. Log onto Hokie SPA (https://banweb.banner.vt.edu/ssb/prod/twbkwbis.P_WWWLogin)
2. Click on "Degree Menu"

3. Click on "Undergraduate Degree Menu"
4. Click on "Application for Degree"
5. Select Undergraduate and click "Submit"
6. Click on the "Apply" button next to the appropriate major
7. Review your name as it will appear on your diploma
8. Indicate your expected term of completion (graduation term)
9. Select "which degree is this"
10. Indicate your hometown information
11. Indicate which ceremony you will be attending (please note that choosing "I will not be attending" will excuse you from the college ceremony in the spring).
12. Click "Submit"
13. If prompted, enter an address for your diploma, click "Submit"

Once you have completed your application, you can request a Degree Audit Reporting System (DARS) report.

Degree Audit Reporting System (DARS)

The Degree Audit Reporting System (DARS) is a computer generated report for you that matches the requirements of the Agricultural Sciences degree and minors selected in correlation with the courses that you have taken. The audit identifies those graduation requirements that are completed as well as those requirements that still need to be completed before your intended graduation date.

Request a DARS Report

Before requesting a DARS Report you must first submit an Application for Degree through your Hokie SPA account. To request a DARS report:

1. Log onto Hokie SPA (https://banweb.banner.vt.edu/ssb/prod/twbkwbis.P_WWWLogin)
2. Click on "Degree Menu"
3. Click on "Undergraduate Degree Menu"
4. Click on "Degree Audit Report Menu"
5. Click on "Request a Degree Audit"
6. Select the appropriate degree program from the drop down menu
7. Click "Run Audit"
8. Click "View Submitted Audits"
9. If your audit does not appear click "Refresh the list" until it appears.
10. Click on the link to the DARS

You will not be allowed to graduate if you have not met all requirements. You will not graduate if the Registrar's analysis—even if mistaken—says you have missed some requirement. If you discover in the middle of your final semester that you're missing some requirement, it's too late to amend and resolve this situation before graduation. We can ONLY correct those errors if we have at least one semester's leeway. To prevent this

unfortunate situation, we advise you to keep abreast of your academic record in correlation with your particular requirements for graduation.

Even if you are uncertain as to exactly when you will graduate, you should still apply for graduation at the beginning of your junior year. The graduation analysis does not commit you to graduation, but it serves as an excellent tool by telling you what requirements you have left to complete. You should view it as a planning guide for your senior year. Put down when you THINK you will graduate; that starts the ball rolling.

The College posts information about graduation ceremonies on its website, in the Current Students section (<http://www.cals.vt.edu/students/current/>). University information may be located at the main VT homepage (<http://www.vt.edu/>).

Graduation with Distinction

If you have completed at least 60 semester credit hours at Virginia Tech, you may graduate with distinction under the following conditions:

1. If your cumulative GPA is 3.8 or greater you will graduate **Summa Cum Laude**.
2. If your cumulative GPA is 3.6 – 3.7999 you will graduate **Magna Cum Laude**.
3. If your cumulative GPA is 3.4 – 3.5999 are will graduate **Cum Laude**.

In computing eligibility for graduation with distinction, only work attempted at Virginia Tech will be used. All such computations will be completed by the Registrar's office.

B.S. Degree in Honors

Freshmen looking to enter the University Honors program should understand that admission to the program is based on an application specifically directed to University Honors and is completely separate from your application to Virginia Tech. Honors cannot send the application information to you until the Tech admissions office has received and processed your application to the University.

High school grade point average and test scores are only used to qualify students to apply to Honors. Entering freshmen are invited to apply to University Honors if the high school GPA is at least a 3.50 and the SAT I score is a 1400 (minimums: 620 Critical Reading, 600 Math) or above; or if the high school GPA is at least a 3.70 with an SAT I score of 1300-1399 (minimums: 620 Critical Reading, 600 Math).

If you are not an incoming freshman, you will be given the opportunity to join Honors after completion of your first semester. You must have a minimum cumulative GPA of 3.50 in order to apply.

Acceptance letters from University Honors will not be sent until early April of an academic year, so there is no need to become overly anxious until after that date.

At the end of your freshman year, you may apply for and be admitted to candidacy for a bachelor's degree "in Honors"—a program that combines independent study and research in the student's major field of interest with a comprehensive program of study designed by the student and his/her department advisor. A limited number of students will qualify for and be accepted into program. Information on the University Honors program is available at <http://www.univhonors.vt.edu/>. In particular, you may want to review the information on the four University Honors diploma choices, available at http://www.univhonors.vt.edu/html/honors_diplomas.html.

Academic Rules and Requirements

Academic Eligibility

Academic eligibility requirements are strictly enforced. You must maintain at least a 2.00 GPA overall, in your major, and in your minors to graduate. In addition, academic probation is imposed when the cumulative GPA is less than 2.00; academic probation is lifted when cumulative GPA is at least 2.00. Academic performance will be reviewed at the end of each regular semester (fall and spring).

Satisfactory Progress towards the Agricultural Sciences degree

University policy requires that you meet the following minimum criteria to be certified as making satisfactory progress toward a degree.

1. Have an overall grade point average at or above 2.00 (determined at the end of the spring semester).
2. Upon having attempted 36 semester credits (including transfer, advanced placement, advanced standing, credit by examination, and freshman rule hours), you must have passed at least 12 semester credits of Curriculum for Liberal Education requirements.
3. Upon having attempted 72 semester credits (including transfer, advanced placement, advanced standing, credit by examination, freshman rule hours), you must:
 - a. have passed at least 24 semester credits of Curriculum for Liberal Education requirements;
 - b. be enrolled in a degree-granting program; and
 - c. be certified at the close of the academic year by your department as making satisfactory progress toward the degree.
 - i. For the Agricultural Sciences degree, the expectation at 72 semester credit hours (including transfer, advanced placement, advanced standing and credit by examination) is successful completion of 9 semester credits of departmental requirements.
4. Upon having attempted 96 semester credits (including transfer, advanced placement, advanced standing, credit by examination, and freshman rule hours), students must have an in-major grade point average of 2.0 or above.

The undergraduate coordinator and your advisor will monitor grades, and if you are in academic difficulty, the Department will contact you to create a plan for improvement. In extreme cases, if you fail to meet the satisfactory progress requirements, you may have “holds” placed on your schedules and are required to leave the Agricultural Sciences major.

However, we encourage you to avoid academic difficulty and maintain academic success!

If you are experiencing problems in your classes and/or with your grades, the sooner you approach this situation, the opportunities to rectify these situations may increase. A poor grade on a test or on an assignment is a signal. Examine your study habits. Ask yourself these questions: Are you taking too heavy a load? Are you attentive in class? Are you attending all your classes? We advise that you meet with your instructor first if you are unhappy with your class performance, and to develop a plan towards academic success. Also, include your advisor in your approach to resolve these situations in their early stages. Do not feel embarrassed if your grades are not as high as you would like them to be, and do not think that your advisor is going to chastise you for less than the best performance. Your advisor is there to help you, and you should not feel alone if you have a problem.

Grades

Your academic achievement in a specific course is rated as follows:

Letter Grade	Grade Points for each hour	Letter Grade	Grade Points for each hour
A (Excellent)	4.0	D- (Barely Passing)	0.7
A-	3.7	F (Failure)	0.0
B+	3.3	I (Incomplete)	---
B (Good)	3.0	NG (No Grade)	---
B-	2.7	NR (Not Reported)	---
C+	2.3	P (Passing)	---
C (Fair)	2.0	RP (Repeated Course)	---
C-	1.7	S (Satisfactory/credits only)	---
D+	1.3	W (Course Withdrawn)	---
D	1.0	X (Continuing Course)	---

- A grade of "I" (incomplete) may be given when the requirements of a course other than the final examination have not been completed due to illness or extenuating circumstances beyond your control. The "I" grade is given at the discretion of the instructor.
 - To remove an "I" grade, lecture course requirements must be satisfied during the student's first subsequent term of enrollment, and laboratory course requirements must be satisfied prior to the end of the first term during which the course is offered and the student is enrolled. Incomplete and "X" grades are automatically converted to "F" if requirements are not fully satisfied during the period of time allowed.

- An "NR" grade is assigned automatically by the system when you are enrolled for a class and no other grade is assigned by the instructor. The "NG" is intended to be a grade distinguishable from those initially assigned by the instructor and thus to indicate clearly the origin of the grade.
- Courses from which you withdraw under the terms of the policy explained on the following page, will appear on your transcript with a "W" grade, but will not count in GPA hours or in any GPA calculations. The "W" signifies that this policy was invoked and does not reach the rationale for its use. The reasons for use remain the student's responsibility.

The Grade Point Average (GPA) is computed by dividing the total number of quality credits earned by the total number of semester hours attempted at Virginia Tech, except courses passed on a Pass/Fail basis and courses with an "X" (Continuing Course). "NR" grades are computed as "F" grades in determining GPA. The GPA is unaffected by the "I" grade, unless or until the "I" is converted to an "F" for failure to complete the course requirements within the allotted time.

You may not repeat courses in order to improve your grade average where a grade of "C" or higher has been earned. An assigned grade of "A-D" will be changed to "P" whenever a graduation analysis (DARS report) detects a repeated course previously passed with a "C" or better.

Each department establishes its own academic requirements. The Department of Agricultural and Extension Education requires students to maintain a minimum 2.00 GPA across all courses in the major and in the minors to graduate. That means that if you get a D in an AGSC course, you do NOT have to retake it, but your overall AGSC courses must balance that unsatisfactory grade out. If you get an F in a required course, obviously, you must retake it to get a passing grade.

The Honor System

The Virginia Tech Honor System, one of the University's proudest traditions, provides you with an opportunity to be responsible for your personal conduct.

The Virginia Tech Honor Pledge is: "I have neither given nor received unauthorized assistance on this assignment." This pledge applied to all work submitted at Virginia Tech. When you are admitted to Tech, you pledge to abide by the Honor Code.

As stated on its website, the Virginia Tech Honor Code embodies a spirit of mutual trust and intellectual honesty that is central to the very nature of the university, and represents the highest possible expression of shared values among the members of the university community.

For more information about the Honor System, consult the university catalog, the university Student Handbook, or at <http://www.honorsystem.vt.edu/>.

Course Registration

Registration for continuing students is an eight-day period in the middle of each semester during which currently enrolled students may select classes for the next semester. Dates for course registration are posted on the University calendar (http://www.registrar.vt.edu/registration/timetable_calendars.php).

The first step in registration is to contact your assigned academic advisor for an appointment to discuss your current progress, course requirements, and career aspirations. Take a copy of your plan of study with you to this meeting. Once you have met with your advisor, you can consult the on-line timetable on Hokie Spa and request your courses. You must make sure that you meet the course prerequisites (often there are other courses you must take first, or grade level, or major restrictions). You will not be eligible to take courses for which you have not met the prerequisite.

Checksheet

A copy of the graduation checksheet is available at <http://www.aee.vt.edu>. This checksheet has been approved to indicate your particular requirements for graduation in a particular year. **Please make sure that you are following the correct and updated checksheet for your particular year of graduation.** If any changes occur, you will be notified by Departmental e-mail and the change will be posted on the Departmental website. You were given a copy of this checksheet at orientation. You should use this checksheet as you create your plan of study.

Plan of Study

A plan of study is a record of your projected courses at Virginia Tech. You should lay out on the Course Planner, the courses you will need to graduate semester by semester. For example:

<u>FALL (First Year)</u>		<u>Spring (First Year)</u>	
ENGL 1105	3	ENGL 1106	3
MATH 1015	3	MATH 1016	3
AAEC 1005	3	AAEC 1006	3
BIOL 1105	3	BIOL 1106	3
BIOL 1115	1	BIOL 1116	1
AEE 1004	1	Interdisciplinary1	3
	14		16

<u>FALL (Second Year)</u>		<u>Spring (Second Year)</u>	
Area 2	3	Area 2	3
CHEM 1015	3	CHEM 1016	3
CHEM 1025	1	CHEM 1026	1
AEE 3624	3	AEE 3634	3
Minor A1	3	Minor A2	3
Minor B1	3	Minor B2	3
	16		16

FALL (Third Year)	
Area 6	1
AEE 3014	3
Minor A3	3
Minor B3	3
Interdisciplinary	3
Free Elective	3
	16

Spring (Third Year)	
Area 7	3
Minor A4	3
Minor B4	3
Interdisciplinary	3
Free Elective2	3
	15

FALL (Fourth Year)	
AEE 4054	3
Minor A5	3
Minor B5	3
Interdisciplinary	3
Free Elective	3
	15

Spring (Fourth Year)	
AEE 4044	3
Minor A6	3
Minor B6	3
Interdisciplinary	3
	12

Full-time Academic Status

Official full-time enrollment for each semester must be 12 semester hours or more in regular A-F option or P/F (not audit), to permit certification of full-time student status for Veterans Administration or Social Security benefits, Guaranteed Educational Loans, Basic Grants, College Scholarship Assistance Program, and most other purposes.

Class Ticket

Your class ticket (your schedule) is available on-line in Hokie Spa, approximately three weeks after course registration.

Add-drop

Following the release of your class ticket (usually the last 10 days of the semester), there is a period, called the “add-drop” period, where you can attempt to adjust your next semester’s schedule. Additionally, each semester begins with an “add-drop” period, during which you may make adjustments to your schedules on-line. If you did not get a desired class, or if you decide that you wish to make changes in your schedule, you will use the “add- drop” time to make those adjustments.

Force-Adds

A force-add is used when:

- You cannot add a class through the regular adding process (with an add/drop form) because it is full; or

- Restrictions prevent registration. Force-adds cannot be used to overload the room capacity; however, under certain circumstances, departments may choose to overload desired class capacity for extenuating circumstances.

A force-add is processed only in the department in which the course is taught. Each department sets its' own policies regarding force-adds. If you need to force-add a course, you will have to go directly to that department and follow its policies. After the force-add is processed, you will see the change in your schedule on-line.

Late Adds and Drops

Adjustments to your schedule after the last date to drop or add a course require permission of your Academic Dean. Talk to your advisor about the procedure. See the timetable for information about deadline dates

(http://www.registrar.vt.edu/registration/timetable_calendars.php).

Resignations

If you are wishing to resign from classes, your first contact, either before or after the deadline, is your Dean's office. You may resign from a course without penalty up to the date shown on the registrar's website. Students wishing to resign after the last day require the Dean's permission; late resignations may be with or without penalty, according to the Dean's discretion. Unless indicated otherwise, you are eligible to return the following semester. A resignation may have implications for financial aid or in on-campus housing opportunities. This should be investigated in the Financial Aid Office (200 Student Services Building) before resigning. See the timetable for information about deadline dates

(http://www.registrar.vt.edu/registration/timetable_calendars.php).

Course Withdrawal

The Course Withdrawal Policy is intended to assist you in undergraduate level courses for which you are insufficiently prepared, or if you enroll in minors that you subsequently change. Presidential Policy 196 allows you to designate a course status of "Course Withdrawn." A maximum of six (6) semester hours of undergraduate level coursework may be dropped beyond the normal six-week drop deadline date during your undergraduate academic career at Virginia Tech subject to the following stipulations:

1. This option may be exercised up through the Friday of the last full week of classes of each term, prior to your scheduled graduation.
2. You must formally request to apply the Course Withdrawal to a course by the Friday of the last full week of the classes of each term. The deadline appears in the deadlines listing of the on-line time table of classes
(http://www.registrar.vt.edu/registration/timetable_calendars.php).
3. Courses from which you withdraw under the terms of this policy will appear on your transcript with a "W" grade, but will not count in the GPA hours or in any GPA

calculations. The "W" signifies that this policy was invoked and does not reach the rationale for its use. The reasons for use remain your responsibility.

4. Your decision to invoke this policy is irrevocable and unappealable.
5. Withdrawals under this policy may not be employed to reduce or prevent any penalty otherwise accruing to you under the University Honor System.
6. You may request withdrawal from any course, irrespective of the evaluation earned in it up to the point of the request for withdrawal. However, if a registration hold exists at the time of application of this policy, you must take action to remove the hold within five (5) working days of the application or the request will be voided. You are responsible for resolving the registration holds with the appropriate university office.

To exercise this option, you will need to retrieve the proper withdrawal form from the College of Agriculture and Life Sciences website (<http://www.cals.vt.edu/students/current/>). To complete this form, you will need to see your academic advisor for a discussion of the implications and the advisor's signature. Once you have completed this meeting, submit the form to the CALS Office of Academic Programs (1060 Litton Reaves Hall) for approval. Make sure you meet the deadline, which is posted on the University calendar mentioned above.

Academic Probation/Suspension

As noted in the catalog, continued enrollment at Virginia Tech is a privilege that is granted as long as you are making satisfactory progress toward your degree. For a full discussion of academic probation and suspension, please see the undergraduate catalog. See the timetable for information about deadline dates. A summary is as follows:

Academic probation is imposed when your overall GPA is less than a 2.00. If you are placed on probation you may take no more than 16 credits per semester and may be required to consult with an advisor before beginning a probationary semester or to sign a performance contract. First suspension is imposed if you are on probation and your cumulative GPA is less than 2.00 for the first two semesters of enrollment or if you have two consecutive semesters thereafter with a cumulative GPA below 2.00

For information on first, second, and final suspension, please consult the Undergraduate Catalog (<http://www.undergradcatalog.registrar.vt.edu/>).

Pass/Fail Options

A limited pass/fail (P/F) grading system is available to encourage you to enrich your academic program and explore more challenging courses outside your major, without the pressures and demands of the regular grading system. You may take certain courses on a pass/fail basis, according to the following regulations:

1. No course which is REQUIRED for the major, minor, or for the liberal education curriculum may be taken pass/fail (Does not apply for courses offered only on a P/F basis.)

2. Minimum semester credit hours already passed on graded courses at Virginia Tech must equal 30 semester hours with a minimum GPA of 2.00 before you may take a course pass/fail. (Does not apply for courses offered only on a P/F basis.)
3. Maximum number of P/F credits allowed = 10% of the total semester hours taken for graduation credit at Virginia Tech, **EXCEPT**, when counting up total semester hours for this purpose, **DO NOT COUNT** transfer hours, advanced placement hours and credit by exam hours. If you complete all 120 semester hours at Virginia Tech, the limit is 12 semester hours.
4. For courses taken pass/fail, “P” or “F” is recorded on your transcript and Credit is given if the grade is P. Under the P/F option, a grade of “D” or higher is a passing grade.

(Note: a “D-” is an “F”). If the course is failed, the “F” is considered as an “F” received under the “A-F” grading system and is included in the calculation of the GPA.
5. Once credit is received for a course taken P/F, the course cannot be repeated under the A-F grading system.
6. P/F courses are normally non-transferable to other institutions.
7. No more than 2 courses per semester may be taken P/F, excluding courses such as HNFE 1100-1200 that are offered P/F only.
8. Any course to be taken under the pass/fail option should be designated as such during request for the course. Options may be changed to P/F under the drop deadline and to A-F until the deadline for resigning without penalty. See the University calendar on-line for these deadline dates (http://www.registrar.vt.edu/registration/timetable_calendars.php).
9. Required courses in the major must be taken A-F. Elective courses in the major may be taken P/F subject to the restrictions just mentioned, but they count as just that—electives.
10. Pass/fail courses may not be substituted for required courses.
11. Pass/fail credits earned for an internship, independent study, undergraduate research and field study are included in the total (10%) allowed towards graduation.

Class Level

You must have received credit for at least 30 semester hours to be classified as a sophomore, at least 60 semester hours to be classified as a junior, and at least 90 semester hours to be classified as a senior. If you take 15 hours per semester, you will meet these goals. If you drop semester hours, you may find yourself unable to register for classes that are restricted by academic class level.

Repeated and Duplicated Courses

You may repeat courses in which you received grades of C- or below, but this is not recommended unless the course was failed. Both grades stay on the record and figure into the cumulative GPA, but the course hours count only once toward graduation. A course that partially or completely duplicates another that you have taken (e.g., Math 1015 and 1525) also does not count toward graduation. All repeated or duplicated credit hours, therefore, should be subtracted from your total to determine the number that count toward graduation. **NOTE:** Your grade report will display all semester hours completed, whether or not they count toward graduation.

Health, Physical Education, and Recreation Limit

You may elect up to two credit hours from activity courses (HNFE) for graduation credit. These courses are offered on a pass/fail basis only, and these semester hours count toward the maximum number of pass/fail credit allowed (see section on pass/fail option, above). If additional courses in this category are taken, the credit hours **DO NOT count toward the 120 semester hour minimum for graduation.**

Hours Which Do Not Count Toward Graduation

The “total credits” figure on the grade report is not necessarily the same as the total semester hours passed that are effective toward graduation requirements. Listed below are typical situations yielding “pass” hours **that must be subtracted** to determine the total credits that count **toward graduation** requirements:

1. Transfer and/or advanced placement credits that have been subsequently duplicated by courses at Virginia Tech.
2. Credits earned at Virginia Tech that have been duplicated by repeating courses or taking courses ruled to have duplicated credit.
3. Transfer credits allowed from a two-year college that are more than one half (60 semester hours) of the total 120 credit hour requirement for graduation.
4. Credits for **Physical Education Service Activities** courses (now listed under HNFE), which exceed a total of two, the maximum allowed toward a bachelor's degree.
5. More than 8 semester credit hours of independent study and/or undergraduate research combined, whether taken on a pass/fail or A-F basis. (If taken P/F, these hours also count toward the maximum number of P/F hours allowed.)
6. Credits on the pass/fail grading basis that exceed 10 percent of the credits completed at Virginia Tech toward the requirements for graduation.
7. Credits for courses that do not count towards the degree (e.g. UNIV 1004).
8. Transfer credits over 18 semester hours earned during the last 40 semester hours which count toward graduation. (Once you have completed 80 semester hours which count

toward the 120 semester hours required for graduation, do not take more than 18 semester hours of your last 40 semester hours at another school; 18 semester hours are the maximum allowed to be transferred back to Virginia Tech for graduation credit during this period.)

Overloads

Overloads (more than 19 hours per semester), requires permission by the Academic Dean. See the timetable for information about deadline dates. In cases where permission is not required, you may complete the on-line course registration, requesting up to the allowed number of semester hours. No other paperwork is necessary. When requesting an overload that requires permission, see your advisor. You and your advisor must fill out and sign a form that you will then take to the Dean's Office (Litton Reaves Hall) for approval. Unless such permission has been obtained in advance, the request for an overload will not be honored; you will be scheduled for the first available semester hours you have listed on the on-line registration for which you are eligible. The normal maximum number of semester hours that may be taken during the summer is 6 semester hours per session. If you want to take an overload during summer, discuss this with your advisor during the registration period for summer registration (which occurs during the end of fall semester).

Transferring Courses Taken at Another Institution

You must be enrolled in good standing at Virginia Tech and must receive pre-approval from your advisor and academic dean's office to transfer credit to Virginia Tech. If you have been placed on academic suspension by the University, you are not eligible to transfer credit for terms of enrollment that coincide with your suspension term(s).

If you decide to take courses elsewhere and want to transfer them back to Virginia Tech, you must receive authorization prior to taking these courses. The authorization form is available on-line at <http://www.cals.vt.edu>. The forms require the signature of your academic advisor, and you are responsible for taking all forms to 1060 Litton Reaves Hall.

The following rules govern the transfer of credit on a university level. Some colleges at Virginia Tech have additional policies and procedures regarding transfer credit. You are responsible for consulting with the academic dean's office to discuss your plans to transfer credit, and to request information on the college's specific policies and procedures regarding transfer.

1. Courses for transfer must be taken at an accredited college or university.
2. Courses must be college-parallel, not terminal courses in a vocational program.
3. Only courses with a "C" grade or better will transfer. Note: A "C-" will **not** transfer.
4. Credits will **not** transfer for students who are classified as non-degree-seeking students.
5. Course equivalencies will be determined by the Office of the University Registrar.
6. Credit hours transfer; grades do not transfer.

7. Of the last 45 semester hours before graduation, a maximum of 18 semester hours may be transfer hours.
8. Many colleges and universities will require a letter of good standing from Virginia Tech before they will enroll a student from another university who wishes to transfer credits back. You can request this letter certifying your good standing by completing a "Request for Certification" form in the Office of the University Registrar.

Procedure for securing approval of transfer courses:

1. If you decide to take a course at another institution, you will need to check the VT Transfer Equivalency Database (TEDB) to see if the course you plan to take elsewhere will transfer back to Virginia Tech in the manner you anticipate. The TEDB is available online at https://banweb.banner.vt.edu/ssb/prod/hzsktgid.P_DispranGuide.
 - a. If attending a Virginia Community College refer to the VCCS Transfer Guide online at <http://www.registrar.vt.edu/tranguide/>. ONLY classes listed in the current guide are approved to transfer for the current year; no other courses will be considered at this time.
 - b. If attending a 4-year institution in Virginia or any out-of-state institution, refer to the Transfer Equivalency Database ("TEDB"). Authorization will be based on the TEDB at this point in time and the TEDB is subject to change.
2. Then, go to the CALS website at <http://www.cals.vt.edu> and download the appropriate form that you will need to complete. Failure to complete this form means that you do not have permission to take a course for transfer back to Virginia Tech and may jeopardize losing those transfer hours.
3. **Turn completed form into 1060 Litton Reaves Hall for Dean's Office approval PRIOR to taking courses.** The form requires your advisor's signature (this affirms that you have talked with your advisor about your intent). Please allow a minimum of 2 weeks for the approval process. A copy of this form will be returned to the address you provide on this form. The copy will indicate Dean's Office approval or provide further information if course equivalency is not approved.
4. **IMPORTANT:** Upon completion of the course(s) and posting of grades, you are responsible for requesting that an official transcript be sent directly to the Office of the University Registrar at Virginia Tech as soon as possible, but not later than two semesters after the work is completed.
5. Once transfer credit is awarded, students must confirm that the course and/or grade is consistent with what is on this form through Hokie Spa. If there are inconsistencies, please contact your Advisor.

Specialized Opportunities

Here are some specialized programs to consider, both within and outside of the Department.

Education Abroad

Virginia Tech sponsors a wide diversity of education abroad programs to provide opportunities for intercultural experiences that are important in all disciplines.

The University's Center for European Studies and Architecture, in Switzerland, provides a unique place for undergraduate students to see and experience what they study. The facility offers a broad program in Liberal Education courses and specialized programs in architecture and in business. Students study for one semester in the university's center in the small town of Riva San Vitale, Switzerland, and make field trips to other European sites to complement their classroom studies. Semester-long programs are also available in Western Europe and Punta Cana, Dominican Republic.

Other semester/academic year programs are conducted through Virginia Tech's academic departments and other study abroad providers with over 100 universities in 40 different countries. Some of the more popular locations are Australia, France, Italy, Germany, Ecuador, and the United Kingdom, to name a few. If you participate in bilateral and ISEP student exchange programs, you will be charged the same tuition and fees that you would pay for a regular term at Virginia Tech. Virginia Tech's summer faculty-led programs enroll the greatest number of students. Virginia Tech has summer options in more than 25 countries, ranging from Australia to South Africa, and lasting 2-8 weeks. A Virginia Tech faculty member runs each program, and students will be enrolled in Tech courses.

If you plan to study abroad you should discuss the transfer of credits earned with the academic dean prior to leaving the Virginia Tech campus. All credits to be transferred to this university for use toward degree completion should be approved before they are taken. This is particularly true of courses completed in foreign universities for which there is no Virginia Tech equivalent.

Most forms of financial aid may also be applied to education abroad programs, and there are several scholarships and grants available. We encourage you to contact the Office of Scholarships and Financial Aid as soon as you consider studying abroad.

For more information about study abroad opportunities, contact the Education Abroad Office at 526 Prices Fork Road, room 131 (540-231-5888), or visit this website: <http://www.educationabroad.vt.edu/>.

Internship Program

The internship program gives you an opportunity to work with professionals. It gives you a chance to obtain practical, on-the-job experience and make contacts which may prove valuable later in the student's career. The Agricultural Sciences degree requires an internship for graduation and strongly encourages every qualified student seeking a career in agriculture or agricultural related fields complete two or more internships.

You may earn up to three Pass/Fail semester hours of credit for work completed under the internship coordinator and an approved supervisor at the internship site. Grades for all internships will be awarded on a P/F basis. An Internship packet is available at the Departmental website at <http://www.aee.vt.edu>.

Independent Study

An independent study should involve extensive reading and tutorial sessions with the faculty supervisor and also may involve written papers. The subject of the independent study should be a topic of particular interest to you and should be agreed upon by you and the faculty supervisor. The subject usually is a continuation in greater depth of a topic covered in a regular course. Independent studies should not duplicate the reading, research, or content of existing courses. It is also not a substitute for internship credit.

To undertake an independent study, you should have sufficient theoretical background in the subject matter to make the study an augmentative educational experience.

Permission to do an independent study is to be viewed as a privilege accorded to outstanding students who have demonstrated their ability to do independent work. It is not a “right” bestowed on every student by virtue of his/her having declared the major.

Eligibility Requirements

1. You must have declared the Agricultural Science major before the semester in which the independent study is to be completed.
2. You must have junior or senior standing in the University.
3. You must meet the GPA requirement of a minimum of 2.50 in all University work.
4. Independent study may be taken P/F or A-F. You may take it P/F only if requirements for P/F are met. (See pass/fail section.)
5. You **MUST** have submitted the proper paperwork, along with all the appropriate signatures, except for the Department Head’s signature, to Mrs. Keith by 5:00 pm on the last day to add classes. Please refer to the Departmental website for notices, important dates, and other information to comply with this request.

Procedure for Independent Study

If you meet the above requirements and would like to do an independent study, you will need to retrieve an independent study form from the CALS website and contact a faculty member with whom you are interested in working. If the faculty member agrees to be your supervisor, you will need to work with him/her to develop a proper description of the independent study for the form.

It is your responsibility (not that of your faculty supervisor) to complete the form thoroughly, get your faculty supervisor’s and advisor’s signatures, keep a copy and take the original to the Advising Office. All of this should be done two weeks prior to the semester in which you will

work on the independent study. The Academic Advising office will enroll you in the course when all parties have signed and agreed to the conditions.

Undergraduate Research

A basic undergraduate research project would consist of an individual research project carried out by you under faculty supervision. You will define the research topic, propose a methodology, carry out the research, and write a report. Undergraduate research should not be a duplication of the reading, research, or general content of existing courses; nor is it a substitute for internship credit.

Enrollment in undergraduate research may be the result of an invitation from a faculty member to be a co-researcher in planned on-going research. You should have sufficient theoretical background in the subject matter to be adequately prepared to make a significant contribution to the research project.

Eligibility Requirements

1. You must have junior or senior standing in the University.
2. You must be a declared Agricultural Sciences major before the semester in which you wish to enroll for undergraduate research credit.
3. You must meet the following GPA requirement: a minimum of 2.75 in all University work.
4. Undergraduate research may be taken P/F or A-F. You may take it P/F only if requirements for P/F are met. (See pass/fail section.)
 - a. You **MUST** have submitted the proper paperwork along with all appropriate signatures except for the Department Head's turned into Mrs. Keith by the last day to add classes. Please refer to the Departmental website for notices, important dates, and other information to comply with this request.

Procedure for Undergraduate Research

If you meet the above requirements and would like to do an undergraduate research project, pick up a Request Form from the Advising Office and contact a faculty member with whom you are interested in working. If the faculty member agrees to be your supervisor, work with him/her on a proper description of the research for the form.

It is your responsibility (not that of your faculty supervisor) to complete the form thoroughly, get your supervisor's and advisor's signatures, keep a copy and take the original to the Advising Office. All of this should be done two weeks prior to the semester in which you will do the research project. The Academic Advising office will enroll you in the course when all parties have signed and agreed to the conditions.

Agricultural and Extension Education Faculty and Staff

How to Contact Faculty Members

Faculty office locations are posted outside 2270 Litton Reaves. Keep in mind that faculty members teach classes, attend meetings, conduct research, and have other obligations, so they are not in their offices at all times. If the professor you wish to see does not have office hours at times when you can meet with him or her, you should send them an email message requesting an appointment at a different time. Faculty mailboxes are in 2270 Litton Reaves.

Faculty and Staff

Boyd, Heather

Assistant Professor
111 Hutcheson Hall
hboyd@vt.edu
(540) 231-9423

Keyword: Program Evaluation, Models of Integrated Research, Education and Extension

Broyles, Thomas

Assistant Professor
268 Litton Reaves Hall
tbroyles@vt.edu
(540) 231-8188

Keyword: Undergraduate Advisor, Problem Solving

Carroll, Debbie

Administrative Assistant
113 Hutcheson Hall
dprice@vt.edu
(540) 231-6941

Keyword: Administrative Needs

Franz, Nancy

Professor
112 Hutcheson Hall
nfranz@vt.edu
(540) 231-1634

Keyword: Transformative Learning

Garst, Barry

Adjunct Assistant Professor
107 Hutcheson Hall
bgarst@vt.edu
(540) 231-6372

Keyword: 4-H Youth Development

Greaud, Michelle

Office Supervisor
2270 Litton Reaves Hall
mbrookne@vt.edu
(540) 231-6836

Keyword: Personnel Management, Office Supervisor

Halsey, Tammy

Curriculum Specialist
2270 Litton Reaves Hall
thalsey@vt.edu
(540) 231-6836

Keyword: Curriculum Development

Kaufman, Eric

Assistant Professor
266 Litton Reaves Hall
ekaufman@vt.edu
(540) 231-6258

Keyword: Leadership, Undergraduate Advising

Keith, Vicki,

Administrative Assistant
268 Litton Reaves Hall
vkeith@vt.edu
(540) 231-2608

Keyword: Administrative Needs, Advising Office

Lambur, Michael T
Professor
2270 Litton Reaves Hall
lamburmt@vt.edu
(540) 231-6836
Keyword: Program Evaluation, Distance
Learning/Education

Moore, Donna
Assistant Professor
284 Litton Reaves Hall
mooredm@vt.edu
(540) 231-5717
Keyword: Teaching and Learning

Rudd, Rick
Department Head
2270 Litton Reaves Hall
rrudd@vt.edu
(540) 231-6836
Keyword: Department Leadership, Critical Thinking

Seibel, E. Andrew (Andy)
FFA Specialist
2270 Litton Reaves Hall
rrudd@vt.edu
(540) 231-6836
Keyword: FFA Development, Youth Development

Sutphin, Cathy
Interim 4-H Associate Director
111 Hutcheson Hall
cmsutph@vt.edu
(540) 231-6371
Keyword: 4-H, Youth Development, Volunteer
Development

Keywords are listed for your information and to aid you in contacting our AEE Faculty and Staff