

USING THIS CATALOG

Abbreviations

Miscellaneous abbreviations used only in course descriptions include:

Abbreviation	Meaning
Crd	hours in classroom
Lec	hours in laboratory
I	Fall semester
II	Spring semester
III	First summer session
IV	Second summer session

The Roman numeral designations for the semester(s) in which courses are offered are intended only as a general guide and do not indicate a binding agreement to offer a course in a specific semester.

Changes in Catalog Information

Caution: The course offerings and requirements of Virginia Tech are under examination and revision continually. This catalog presents the offerings and requirements in effect at time of publication, but in no way guarantees that they will not be changed or revoked. The regulations and policies may change to meet new needs or as legislation is approved. Such changes are published in the President's Policy Memoranda. Courses not taught for five years shall be formally discontinued and removed from the catalog.

The policies and regulations that appear in this catalog are not meant to form a contract or to constitute an offer of one. Current information may be obtained from the following:

- *Undergraduate Admission Requirements:* **Director of Admissions.**
- *Course Offerings:* **Academic departments offering the course(s) in question.**
- *Degree Requirements:* **Office of the University Registrar, head of major department, or academic dean of the college.**
- *Fees and Tuition:* **Office of the University Bursar.**

Course Numbering System

The first digit in course number designations denotes the year in which the course ordinarily is found in the curricular outline or program curriculum. The second and third digits make the course number unique within a department. The fourth digit is "4" if the course is a one-term terminal course, "5" if the course is the first course in a sequence, and "6" if the second course in a sequence. As a general rule, courses with "0" as the first digit do not carry university credit. Agricultural Technology courses, however, are an exception.

Year	Number
Undergraduate (UG)	1000 - 4000
Graduate (GR)	4000 - 6000
Professional (PR)	9000
Medical (MD)	9000

Cross Listed Courses

Courses that are cross listed between departments may not be counted twice toward meeting graduation requirements. No credit will be allowed

for a course taken that duplicates subject matter in a course for which credit already has been received. Cross listed courses are indicated in the title line of course descriptions; for instance, REL 3454 is listed as follows:

- 3454 (PHIL 3454 Philosophy of Religion)

The first number is the Religion course number, while the number in parentheses indicates that the course is cross listed with Philosophy.

Prerequisite Notations and Requirements

Students are permitted to take courses without having the specified prerequisites only upon obtaining the consent of the instructor. Students who enroll in a course for which they have not clearly satisfied the prerequisites or equivalent, or obtained the appropriate permission, may be dropped from the course. Deliberately false statements testifying to the satisfaction of prerequisites constitute a violation of the honor code. Students have the right to appeal a decision about prerequisites to the head of the department offering a course. Students should recognize that 3000 and 4000 level courses assume a certain level of academic maturity and general background regardless of the stated prerequisites. The course instructor can be consulted regarding the implications of this expectation for a specific course. Students must consult with the instructor if they wish to use the Pass/Fail option in a course for which they do not have the prerequisites.

Students should note prerequisite and corequisite requirements as stated in the course descriptions. Courses in a series may be taken independently where the series of course numbers is separated by commas (e.g., 3135, 3136), in the catalog listing. Where the series of course numbers is connected by hyphens (e.g., 4135-4136), the first course is prerequisite for the next one.

Publication and Contractual Information

The provisions of this catalog do not constitute a contract, expressed or implied, between any applicant or student and Virginia Polytechnic Institute and State University. The university reserves the right to change any of the provisions, schedules, programs, courses, rules, regulations, or fees whenever university authorities deem it expedient to do so.

Virginia Tech does not discriminate against employees, students, or applicants on the basis of age, color, disability, sex (including pregnancy), gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, or military status, or otherwise discriminate against employees or applicants who inquire about, discuss, or disclose their compensation or the compensation of other employees, or applicants; or any other basis protected by law. Discrimination or harassment on any of these bases is prohibited by Policy 1025 (<http://www.policies.vt.edu/1025.pdf>), "Anti-Discrimination and Harassment Prevention Policy." The university is subject to Titles VI and VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Sections 503 and 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990, as amended; the Age Discrimination in Employment Act; the Equal Pay Act; the Vietnam Era Veterans' Readjustment Assistance Act of 1974; Federal Executive Order 11246; Genetic Information Nondiscrimination Act of 2008 (GINA); Virginia's State Executive Order Number One; and all other applicable rules and regulations.

Information about campus and workplace violence prevention (<https://police.vt.edu/safety-security/communitysafety.html>) is available online.

Individuals with questions or concerns about Policy 1025, any of these regulations, or related issues should contact:

Kathryn Reardon Polidoro - Director Title IX Compliance/Coordinator
Equity and Access (0150)
Email: polidoro@vt.edu
Office for Equity and Accessibility
North End Center, Suite 2300
300 Turner Street NW
Blacksburg, VA 24061
540-231-1824

Policy Statement on Sexual Harassment

Sexual harassment is a form of discrimination based on sex and falls within the statutory prohibitions against sex discrimination. The university is committed to maintaining a working and a study environment free of sexual harassment. Accordingly, in compliance with Section 703 of Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972, it is the university's policy not to tolerate any verbal, nonverbal, or physical behavior which constitutes sexual harassment (please see University Policy 1025 (<https://policies.vt.edu/1025.pdf>); the University's policy on harassment, discrimination, and sexual assault). Responsible employees are required to report their knowledge of sexual harassment to the University's Title IX Coordinator. Personnel with supervisory responsibilities are required to take immediate and appropriate action when incidents of alleged sexual harassment are brought to their attention and should do so in consultation with the University's Title IX Coordinator. Violations of the policy prohibiting sexual harassment may lead to disciplinary actions, including reprimand, suspension, or termination of employment or academic status.

Sexual harassment is defined as conduct of any type that is based upon a person's sex (including pregnancy), and unreasonably interferes with the person's work or academic performance or limits participation in university activities, or creates a working or learning environment that a reasonable person would find hostile, threatening or intimidating. Sexual harassment includes sexual advances, requests for sexual favors, sexual jokes, and unwelcome sexual touching, among other things.

Faculty, staff, students, and applicants for employment or admission with complaints of sexual harassment should contact the Office for Equity and Accessibility for resolution options. Individuals may file a complaint of harassment and/or discrimination by returning a complaint form.

Faculty, staff, and students may file complaints outside the university. Students may file complaints with the Office of Civil Rights of the Department of Education. Faculty and staff may file complaints with the Equal Employment Opportunity Commission.

Anyone seeking guidance, resources for support, or general information may contact the Office for Equity and Accessibility at equityandaccess@vt.edu. The Title IX Coordinator, Dr. Kelly Oaks may be reached at 540-231-2010.