

College of Architecture and Urban Studies  
School of Architecture + Design  
Internal Transfer/Change of Major Application  
**Interior Design**

Application Deadline: February 8, 2019

_____ Name	_____ Student Number
_____ Local Address	_____ Local Phone
_____ Permanent Address	_____ Permanent Phone
_____ E-Mail Address	_____ # of Credit Hours
_____ Major	_____ Overall GPA

\_\_\_\_\_  
SAT or ACT Scores **(Please provide a copy)**

\_\_\_\_\_  
Advisor in Present Major

Attachments:

- A. Attach a separate piece of paper with brief answers to the following questions:
1. What motivates you to pursue Interior Design?
  2. What habits have you cultivated to enhance your study of Interior Design?
  3. Give your definitions of the terms “interior designer” and “interior decorator.”
- B. Attach a copy of your Virginia Tech transcript-(Unofficial Copy) via Hokie Spa Acceptable.
- C. We request that you submit a wallet sized photo of yourself for use in your School of Architecture + Design file.

Acknowledgement:

I have read the Internal Transfer/Change of Major Policy and understand the requirements for admission

\_\_\_\_\_  
Signature & Date

PLEASE SUBMIT YOUR APPLICATION TO:  
Susan Rosebrough – 121 Burruss Hall  
Applications will be accepted beginning January 22, 2019

**Please Note: All students will be notified of the admission decision the week of March 11, 2019**

## School of Architecture + Design

Internal Transfer for Virginia Tech students not enrolled in the School of Architecture + Design  
Change of Major Policy for Architecture, Industrial Design, Interior Design and Landscape Architecture  
September 26, 2007

Virginia Tech students seeking to change their undergraduate degree major to Architecture, Industrial Design, Interior Design or Landscape Architecture must gain acceptance into the Summer Qualifying Design Lab and meet the following requirements and conditions in order to transfer into the Architecture, Industrial Design, Interior Design or Landscape Architecture undergraduate degree programs offered in the School of Architecture + Design.

- Overall GPA
- 1.0 Each student seeking admission to the Summer Qualifying Design Lab, ARCH 1115, must have attained a minimum 2.5 overall GPA by the end of the Fall Semester of the academic year before the desired summer of admission. **Any student whose GPA falls below this level will not be interviewed or allowed to attend the Summer Qualifying Design Lab.**
  - 1.1 All students accepted into the Summer Qualifying Design Lab must maintain the minimum 2.5 overall GPA in all courses taken prior to the start of 1st Summer Session in ARCH 1115. If an Applicant is accepted into Summer Qualifying Design Lab but allows his/her GPA to fall below 2.5 overall GPA during Spring Semester prior to the start of 1st Summer Session, he/she will not be allowed to attend the Summer Qualifying Design Lab and will not be allowed to transfer into the School of Architecture + Design.
- Schedule
- 2.0 Each student seeking admission to the Summer Qualifying Design Lab ARCH 1115 must complete a special application that is available mid-January at the start of the Spring Semester. The application will need to be submitted to the Interior Design office – 121 Burruss Hall – no later than mid-February [exact date is provided each year but varies slightly].
  - 2.1 Applicants who meet the GPA requirements will be interviewed prior to Spring Break to discuss their rationale for seeking a change of major and transfer into the respective degree program.
  - 2.2 Applicants will be informed of the School's decision regarding admission to the Summer Qualifying Design Lab immediately prior to Spring Break in March.
- Admission
- 3.0 Admission to the Summer Qualifying Design Lab, ARCH 1115, is conditional admission to the School of Architecture + Design. The quality of each student's work accomplished in the summer labs will determine final admission into the School of Architecture + Design and placement in the design sequence for the following academic year. It is crucial that students understand the "risk factor" in participating in the summer sessions. Admission to the Summer Qualifying Lab does not guarantee transfer into the School of Architecture + Design. Successful completion of the summer labs does not guarantee placement into a 2<sup>nd</sup>-year Design Lab the following Fall Semester.
  - 3.1 Students achieving a minimum combined academic record of 3.5 in the two Summer Qualifying Design Lab sessions **may** advance to the first semester of 2<sup>nd</sup>-year design lab, in their respective major, the Fall Semester immediately following the summer sessions. The faculty teaching summer sessions will base final determination of advanced placement on a review of work completed during both sessions of the Summer Qualifying Design Lab.
  - 3.2 Students achieving less than a combined 3.5 GPA but at least a 2.0 GPA in the two Summer Qualifying Design Lab sessions will be placed in the first semester of 1<sup>st</sup>-year design lab, ARCH 1015, in the Fall Semester following the Summer Qualifying Design Lab. Students need to fill out a change of major form in order to complete transfer into the School of Architecture + Design and the respective degree program.
  - 3.3 Students placed in 1<sup>st</sup>-year design lab, ARCH 1015, may use the Summer Qualifying Design Lab, ARCH 1115-1116, as credit for free elective courses.
  - 3.4 Students in the Summer Qualifying Design Lab achieving less than a combined 2.0 GPA in the two Summer Design Lab sessions will be advised to return to University Studies or to enter another curriculum. Students receiving less than a 2.0 in the first summer session will be notified that they are on probation.
  - 3.5 Students achieving lower than a 2.0 in either of the two Summer Qualifying Design Lab sessions will not be allowed to transfer into the School of Architecture + Design and advised to return to University Studies or to enter another curriculum.