Permission to Study Off Campus at Another Institution

Use this form to obtain permission to take a class at another school and have that course transfer back to Thomas Jefferson University - East Falls. Students must receive permission IN ADVANCE of taking classes elsewhere.
Please review page 2 for full process and policies.

Students - when submitting this form, attach a copy of the course description for the course you are seeking approval.

Student Information

Last Name:_____ First Name:_____ Campus Key: _____

University Email address:_____ Phone Number: _____

Home Address: _____

Major:_____ Class Level: 0-30 ◯ 31-60 ◯ 61-90 ◯ over 90 credits ◯

Institution information where you anticipate taking classes.

College/University:_____

Address:_____

Class begin date:_____ *xx/xxxx* Class end date:_____ *xx/xxxx* Term: _____ *Fall/Spring/Summer*

Course code:_____ *Ex: WRIT-101* Course name: _____ *Ex: Writing Seminar 1*

TJU Course Code equivalency: _____

TJU Course Name equivalency: _____

Approval Signatures

By signing this form, you are confirming that you have reviewed the student's program of study and that you support this course being taken as an equivalent TJU course. After final signature, return form to student and copy advisor.

Academic Advisor:_____ Date: _____

Faculty Course Reviewer:_____ Date:_____

Academic/Associate Dean:_____ Date: _____

Student Signature

I have carefully read and agree to abide by the policies and procedures stated on page 2 of this form and in the Thomas Jefferson University undergraduate catalog.

Student Signature:_____ Date: _____

Process

1. Complete page 1 of this form, obtain a copy of the course description, and request a meeting with your academic advisor for review.
2. Take the form and course description with advisor's signature to the College responsible for teaching the course for faculty and Dean review.

Contact Name	Location/Email	Courses
Annette Solarski	Annette.Solarski@jefferson.edu	Biology, Chemistry courses
Curtis Batson-Edwards	Search Hall, Room 314 Curtis.Batson-Edwards@jefferson.edu	Math, Psychology, Physics, and all Hallmarks courses
David Breiner	A+D Center, Room 203, David.Breiner@jefferson.edu	All CADE courses
Dr. Philip Russel	Philip.Russel@jefferson.edu	College of Business courses
Marcia Weiss	Marcia.Weiss@jefferson.edu	College of Fashion & Textiles courses

3. Once all signatures are obtained, the signed form should be sent to the advisor and to the Office of the Registrar.
4. Student can then register for the course elsewhere and upon successful completion, send the transcript to the Office of the Registrar.

Academic Policy on Courses Taken Elsewhere

https://www.jefferson.edu/life-at-jefferson/handbooks/policies/undergraduate-policies/courses-elsewhere.html

- Students must be in good academic standing to be eligible.
- If the course is being offered on campus at TJU in the same term, students must be residing beyond 30 miles of the East Falls campus.
- If the course is being offered online at TJU in the same term, students must take the course as Jefferson.
- Course re-takes cannot be taken elsewhere.
- Students may only register for six credits or two courses at another institution.
- Permission to take courses at another institution will be granted only if the institution is a regionally accredited institution.
- Courses at the other institution are determined to be equivalent to courses at Thomas Jefferson University by the respective program director or associate dean after a faculty review of the corresponding course description.
- Generally, permission to take courses equivalent to Thomas Jefferson University junior- and senior-level courses will be granted only if the other institution is a four-year college or university. Students may not take junior- and senior-level courses at a two-year or community college.
- Students must earn a "C" or higher for an approved course. Students should not take courses at other institutions on a "Credit/No Credit" or pass/fail basis, as the University will not accept such a grade toward a Thomas Jefferson University degree.
- Grades earned at another college or university are NOT made part of the student's Thomas Jefferson University transcript; rather, the credits will be considered only for transfer credit.
- The student must send an official transcript from the other institution to the Office of Thomas Jefferson University Registrar after completion of the off-campus course work. No credit will be evaluated until that office has received an official transcript. No credits will be transferred without prior approval.
- Students must fulfill their residency requirements at Thomas Jefferson University.
    - To be eligible for graduation with a degree from TJU, a student must earn a specified minimum number of credits in residence (excluding Fundamentals courses); included in this requirement are nine semester credit hours in the Hallmarks Core Curriculum and 12 semester credit hours in the major core. If a student is pursuing a double major, another 12 semester credit hours must be completed in residence in the second major core.
    - Traditional undergraduate students must earn a total of at least 60 semester credit hours in residence at TJU.