

PERMISSION TO STUDY OFF CAMPUS AT ANOTHER INSTITUTION

Date _____ Major: _____ ID # _____

Last Name _____ First Name _____

Cell Phone (_____) _____ Home Address _____

Catalog Year: _____ Class Level: 0-30 credits 31-60 credits 61-90 credits over 90 credits

.....
Name and Mailing Address of Institution(s):

College/University: _____

Address: _____

.....
Semester & year in which course(s) will be taken: Fall Winter Spring Summer Year: _____

<u>TJU Equivalency</u>	<u>Other Institution</u>	<u>Other Institution</u>	<u>Online/On-campus</u>
(Course number/name)	(Course number)	(Course name)	

Course#1 _____	_____	_____	<input type="checkbox"/> Online <input type="checkbox"/> On-campus
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Course #2 _____	_____	_____	<input type="checkbox"/> Online <input type="checkbox"/> On-campus
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Alternate _____	_____	_____	<input type="checkbox"/> Online <input type="checkbox"/> On-campus
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I have reviewed the student's curricular sequence and reasons for taking this course(s). I have discussed the policies and procedures stated on the other side of this form with the student. Concerning this student's request, as his/her academic advisor, I support this course(s) being taken.

Faculty Advisor Signature: _____ **Date:** _____

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I have reviewed the catalog description(s) of the course(s) listed above. Concerning this student's request, as faculty reviewer of the College/School responsible for teaching the equivalent course(s), I support this course being taken as having equivalent outcomes.

Faculty Reviewer Signature (Course #1): _____ **Date:** _____

Faculty Reviewer Signature (Course #2): _____ **Date:** _____

Faculty Reviewer Signature (Alternate): _____ **Date:** _____

.....
I have read carefully and agree to abide by the policies and procedures stated on the other side of this form and in the Jefferson University Undergraduate Catalog.

I am requesting exception to one or more of the policies, as indicated on other side of this form Yes No

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

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Final review to be completed by the Academic / Associate Dean of the College/School where course is offered:

Approved Not Approved Reason for Denial: _____
Academic / Associate Dean's Signature: (Course #1): _____ **Date:** _____

Approved Not Approved Reason for Denial: _____
Academic / Associate Dean's Signature: (Course #2): _____ **Date:** _____

Approved Not Approved Reason for Denial: _____
Academic / Associate Dean's Signature: (Alternate): _____ **Date:** _____

Please send a copy of the completed form to the student's advising file

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PLEASE DELIVER THIS FORM TO REGISTRAR'S OFFICE!

STEPS IN THE PROCESS: Students must take this form to the offices below in order to obtain signatures.

1. Students must obtain registration information and a current catalog/course description from the other institution for the appropriate semester and attempt to determine the equivalent course substitution.
2. Students must meet with their academic advisor in person to discuss appropriate course sequencing and graduation requirements
3. Next, students should go to the school/college responsible for teaching the equivalent Jefferson University- East Falls course.
4. Student must obtain course outcomes equivalency approval from a faculty reviewer.
5. The Academic/Associate Dean of the school/college is responsible for final approval.
6. Student must deliver the completed form to the Registrar's Office.
7. After successful completion of the approved course(s),

POLICIES regarding a student's request to study off campus at another institution:

1. **Completion of Request for Permission:** This form must be completed before taking a course at another institution.
2. **Academic Standing:** Students must be in good academic standing, i.e. minimum 2.00 cumulative GPA.
3. **30-Mile Rule:** If the course is being offered on campus at Jefferson University in the same term, students must be residing beyond 30 miles of Jefferson University to take a course at another institution.
4. **PhilaU Online Courses:** If a course is offered online by Jefferson University in the same term a student wants to take an equivalent online course at another institution, students must take the course at Jefferson University.
5. **Two-year versus Four-year Institutions:** Permission to take courses equivalent to Jefferson University junior and senior level courses will be granted only if the other institution is a four-year college or university.
6. **Maximum Number of Courses:** Current students (including students on a Leave of Absence or Medical Leave of Absence) may take a maximum of two (2) courses at another institution in any term, including summer. ["Summer" includes the summer as a whole.] Students may obtain permission for up to two (2) courses for a maximum of 8 credits. Permission for an alternative course can be particularly helpful in situations when courses are cancelled.
7. **Residency:** Students must fulfill residency requirements at Jefferson University in order to graduate. (1) Day students must earn a minimum of 60 credits at Jefferson University, 12 credits of which must be in the major, 6 of which must be in College Studies, and a maximum of 12 of which may be online. (2) Students must also be in residence the semester immediately preceding the awarding of their degree.
8. **Credits & Grades:** If a student earns a "C" or better, Jefferson University will accept transfer credit for an approved course. Philadelphia University will not accept credit for any course taken on a "Credit/No Credit" or "Pass/Fail" basis. Grades earned at another institution are NOT included in a Jefferson University GPA.

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 If you are requesting exception to one or more of the policies listed above, please give a brief description of which policy and why:

Exceptions will only be made in extraordinary circumstances.

Student's Signature: _____ *Date:* _____

Contact Information for Academic or Associate Dean Signatures:

College of Architecture & the Built Environment:	<i>All Majors</i>	A&D Building	David Breiner
Kanbar College of Design Engineering & Commerce:	<i>Business</i>	Gibbs Hall	Dr. Philip Russel
	<i>Design</i>	Hayward Hall	Dr. Mike Leonard
College of Life Sciences:	Biology	Search Hall	Dr. Jeff Klemens
	Chemistry	Search Hall	Dr. Niny Rao
	Mathematics	Search Hall	Dr. Ed Santilli
College Humanities & Sciences:	Psychology	Downs Hall	Dr. John Pierce
	Physics	Search Hall	Dr. Brian Yust
	Hallmark Courses:	Ravenhill	Dr. Tom Schrand /Dr. Meriel Tulante

For faculty reviewer signatures, please inquire with the staff in the College Office located in the listed buildings.