

JEFFERSON (Philadelphia University + Thomas Jefferson University) – East Falls Campus

STUDY AWAY COURSE AUTHORIZATION

Instructions: Fully complete steps 1 through 4 and return form to the Study Away Office **with approved course sheet or course descriptions (initialed by advisor) attached**. Instructions on back. More info: www.eastfalls.jefferson.edu/studyabroad. **INCOMPLETE FORMS WILL BE NOT BE ACCEPTED. MUST INCLUDE BOTH SIDES AND ATTACH COURSE LIST**

1. Name: _____ **ID#** _____
 [PRINT] Last First M.I.

Major: _____ **Expected Grad. Date:** May Aug Dec 20____ (Year)

Minor: _____ **Present Class by Credits:** Fr. 0-30 So. 31-60 Jr.61-90 Sr. 90+ Graduate

Email: _____ **Cell Phone:** (_____) _____

Advisor: _____ (advisor **MUST** also initial selected courses on **attached** course list and/or descriptions)

2. I am aware that if permission is given to take the courses listed below, *I must earn a grade of at least a "C" or its equivalent to receive transfer credits. I recognize that* the below courses: a) may not be offered and/or; b) may have conflicting days and times, and that additional approvals may be required in either case. **I acknowledge that credits will not transfer if the courses studied abroad deviate from the approved courses listed below unless I have received written prior approval** from Jefferson – East Falls for such changes with a copy to the Study Away office. **I am responsible for arranging for an official transcript to be sent to the Jefferson – East Falls Study Away office** upon completion of the semester(s) indicated above. **I am aware of** the impact these courses will have upon *the graduation requirements of my major*, and understand that, upon satisfactory completion of the approved study plan, I will be awarded the number of credits and equivalencies indicated in the appropriate sections below.

Student Signature: _____ **Date** _____

3. Study Away Institution _____
 (Study Away Program and/or Host Institution) (Location)

Semester Away: Fall Spr [Qtr: W Sp] Sum [Session: A B] **Year:** _____

Course Type	Course # At Foreign Instit.	Course Title At Foreign Instit.	US Credits To East Falls	Jeff Course # ONLY ONE Per	Equivalency Approval* Program Dir or Desig. Faculty
REQ					
REQ					
REC					
REC					
OPT					
ALT					
ALT					

REQ – Course Required for participation ALT – Alternates (required) OPT – Optional *If not on pre-approved course list
 REC – Equivalent Recommended For Progress to Degree Note: Edit annotation as needed * Attach course descriptions w/approvers sign.

4. I have reviewed the student’s curricular sequence and reason for choosing these courses. I have discussed with this student the effect of the courses listed above on the recommended sequence of courses and graduation requirements for this major. I have discussed the policies and procedures on the other side of this form with the students. I’ve noted any specific recommendations or considerations on the reverse. **Concerning this student’s request, as academic advisor, I support these courses and equivalent credits being taken.**

Approved Transfer Credits. Advisor: MUST indicate at right the total equivalent semester credit hours recommended (pending equivalency approvals) for student’s proposed plan of study. **Recommended TRANSFER CREDITS:** _____

Academic Advisor Signature: _____ **Date:** _____

5. Return Form to Study Away for Final Approval by Dean (School corresponding with student’s major):

Signature: _____ Date: _____ Approved Not Approved (Reason on back)

Reviewed by Study Away Office:

Signature: _____ Date: _____ Approved Not Approved (Reason on back)

Distribution: Study Away Foreign Institution Advising Center Pre-Certification Officer

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

1. **Student must obtain pre-approved course sheets (Study Away Website and Office) and obtain current program and course information via program's website** to plan possible credit equivalents and course selection.
2. **Student should read and complete sections 1, 2, and 3** as completely as possible. **Alternates selections are required.**
3. **Student must bring draft of course forms and information to meet with advisor** to discuss course sequencing and graduation requirements.
4. **Advisor** will review form, provide input, and indicate support of suggested course load and additional considerations **by completing section 4, section below, and initialing selected courses on attached course sheet.**
5. Next, **for courses chosen but not on pre-approved course sheet**, students should go to school/college responsible for teaching the equivalent Jefferson-East Falls course with the **course form and course descriptions attached** and obtain approval from faculty reviewer.
6. **Faculty Reviewer** must review and initial description, and sign the last column in **section 3** and section below (as needed).
7. **Student** must return form and all supporting documents to **Study Away Office** for review and approval by Deans (Section 5 and below) and Director of Study Away.
8. The **Academic/Associate Dean and Study Away Director** will approve or provide reasons for denial or required changes needed for approval in **section 5** and section below (as needed).
9. The form will be shared on the student's online Study Away account for confirmation of receipt, approval, or required changes. Student will refer to forms to register for courses with Study Away Program and register for courses upon return to East Falls
10. **IMPORTANT: The student MUST notify the Study Away Office and Advisor to modification to their course schedule not included on this form and MUST use pre-approved course sheet or seek additional approvals from East Falls program for any modifications while abroad.**

POLICIES regarding Study Away Course Approval and Credit Transfer

1. **Academic Standing** – Student must be in good academic standing and meet GPA requirements for program.
2. **Complete Form** –Form must be completed correctly and legibly to be accepted for submission and approved
3. **Active Application** – Study Away office can only accept complete forms by students with an active application for Jefferson –East Falls Study Away Programs. See the Study Away website for applications and application procedure.
4. **Online Courses** – Must be noted. Students may not take more than one online course per semester. Students must follow the academic requirements of their academic and host program.
5. **Approved Program** - Students must attend an approved Study Away Program. See Study Away website for list and process.
6. **Acceptance Process**- Approval to take courses contingent on completion of program application and program acceptance
7. **Residency** – Student must fulfill residency requirements in order to graduate. Students must complete 60 credits prior to Semester Away. Transfer students must complete 12 credits at Jefferson prior to Semester Away.
8. **Number of Courses** – Course list must meet term requirements at Jefferson – East Falls and Study Away Program. **For Fall and Spring terms, students MUST enroll in 12-18 Jefferson East Falls credits abroad.**
9. **Changes to Course Form** – Any changes to course enrollment at Study Away program must be immediately reported to and approved by advisor and study away office. Additional faculty reviewer approval is required if courses are not on pre-approved list.
10. **Credits and Grades** If a student earns a C or better, Jefferson will accept transfer credit for an approved course.
11. **Withdrawal** – Withdrawal from a course or program may impact academic, financial and immigration status. Study Away, Advisor, and Financial aid must be notified and approve.
12. **Transcription** – It can take 8-12 weeks for credits to post to Jefferson transcript. Official transcript or Grade Report req.

Student – If you are requesting exceptions to policies or course equivalency determinations, or required additional considerations please provide or attach a brief description of which course/policy and why:

Academic Advisor – Additional considerations and recommendations:

Academic Program Director or Designated Faculty Reviewer – Reason for Denial/ Required Changes for Approval:

Dean –Reason for Denial/Required Changes for Approval:

Study Away – Reason for Denial/Required Changes for Approval:

For contact information for Faculty Reviewer signatures, please inquire with staff in the College Offices in listed buildings
College of Architecture and the Built Environment - A&D Building
Kanbar College of Design, Engineering and Commerce - Gibbs Hall (Business) Hayward Hall (Design)
College of Humanities and Sciences/ Life Sciences – Ravenhill (incl Hallmarks/Languages/Global Perspectives)