



Permission to Take Courses Elsewhere Form

Please sign the reverse side for the SJU Policy and Conditions related to taking courses elsewhere. Students must obtain the following approvals prior to taking a course(s) elsewhere:

- Faculty Advisor approval (HSB students may see their advisor of the William F. Leahy Advising Center (MV 289) for this approval)
- Course(s) approval:
 - **For courses offered in the CAS**, submit this form and a course description/syllabus to the CAS Advising Center (BL 122). The Associate Dean will evaluate the course for equivalency and consider the student's request to take the course elsewhere. Students will be notified via email of the Associate Dean's decision.
 - **For courses offered in the HSB**, submit this form and a course description/syllabus to the Chair of the relevant department in the HSB. After obtaining course equivalency approval from the Chair. Submit this form to the William F. Leahy Advising Center (MV 289) for permission to take the course.
 - If you are seeking permission to take a course(s) outside of the U.S. or Puerto Rico, the approval of the Center for International Programs (CIP) is also required.
- If you are a CAS student seeking permission to take a course in your major or minor, Department Chair/Program Director Approval is also required.

Completed by the Student:

Student's Name: _____ Email: _____

ID#: _____ Class Year: _____ Major: _____

Name and Address of the Institution you would like to attend: _____

Course(s) you would like permission to take for the Fall 20____/Spring 20____/Summer 20____ semester:

Institution's Course <i>Completed by Student</i>	Session beginning & end dates MM/DD/YYYY	Format (e.g., in-class, on-line, hybrid)	SJU Equivalent <i>Completed by the Assoc. Dean (CAS), Chair (HSB) upon approval</i>
1.			
2.			

Reason for the course(s) elsewhere: _____

I hereby certify that I have read and signed the stated Policy related to taking courses outside the University found on the reverse side of this form, and I understand and accept these conditions.

Student's Signature: _____ Date: _____

Advisor Approval (see above): _____ Date: _____

Department Chair Approval (if required, see above): _____ Date: _____

CIP Approval (if required, see above): _____ Date: _____

To be completed by the Associate Dean (for CAS courses) or the Leahy Advising Center (for HSB):

Course 1 _____ is approved _____ is not approved Comment: _____ Signature: _____ Date: _____	Course 2 _____ is approved _____ is not approved Comment: _____ Signature: _____ Date: _____
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SJU Policy and Conditions related to taking courses outside of the University

- Students are not permitted to take more than two courses per semester and one course during the winter session. No more than six courses can be taken elsewhere during a student's academic career at SJU.
- Courses elsewhere must be completed at an accredited, four-year college or university. However, exceptions to this policy may be granted by the Dean's Office in extraordinary circumstances.
- Students who wish to take a course(s) abroad must complete additional steps by October 15th for winter study abroad, and March 15th for summer study abroad. **The Registrar will not grant credit for students who do not complete all of these requirements:**
 1. Seek location approval from the Center for International Programs per the reverse side of this form.
 2. Complete a brief, on-line application: <http://internationalprograms.sju.edu/?go=non%2Dsju>
 3. Attend a mandatory health and safety meeting organized by the CIP.
- All approvals must be obtained prior to taking a course.
- A grade of C or better is required for transfer. Under no circumstance will a grade of C- be accepted for transfer credit.
- Transfer grade(s) DOES NOT calculate into GPA.
- After successfully completing the course with a grade of C or better, request that an original transcript from the institution where the course was taken be sent to:
**Saint Joseph's University
ATTN: Registrar's Office
5600 City Avenue
Philadelphia, PA 19131**
- Credit(s) will NOT be given for course(s) taken elsewhere during the time of a student's Academic Suspension due to violations of the Academic Honesty policy or Leave of Absence.
- Permission to take course(s) DOES NOT imply permission to graduate early.

I have read and reviewed the about SJU Policy & do agree with the Conditions set forth.

Student's Signature: _____

Date: _____