

SJU Policy and Conditions related to taking courses outside of the University

FOR DAY STUDENTS ONLY:

- 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. This does not pertain to PLS students.
- 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. This does not pertain to PLS students.
- Permission to take course(s) DOES NOT imply permission to graduate early. This does not pertain to PLS students.
- 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. This does not pertain to PLS students. **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.

FOR PLS STUDENTS ONLY:

- Post matriculation to SJU, PLS students may be given permission to take courses at another institution under special circumstances (e.g., required course not offered in student's last term), not to exceed a maximum of six credits (2 courses). Prior approval is required. To be eligible to be considered, you must have completed at least 15 credits at SJU/PLS, be in good academic and financial standing, and have a compelling academic reason.

FOR ALL STUDENTS:

- 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 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.

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

Student's Signature		Date	
----------------------------	--	-------------	--



Permission to Take Courses Elsewhere Form

Please sign the reverse side for the SJU Policy and Conditions related to taking courses elsewhere.

DAY STUDENTS must obtain the following approvals prior to taking a course(s) elsewhere:

- Faculty Advisor approval required (HSB students may see their advisor of the William F. Leahy Advising Center - MV 150).
- CAS students seeking permission to take a course in your major or minor, Department Chair/Program Director Approval is also required.
- If the course(s) is outside of the U.S. or Puerto Rico, the approval of the Center for International Programs (CIP) is also required.

Course Approval:

- **For courses offered in CAS**, submit this form and a course description/syllabus to the CAS Advising Center (BL 117). 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 HSB**, submit this form and a course description/syllabus to the Chair of the relevant department in HSB. After obtaining course equivalency approval from the Chair, submit this form to the William F. Leahy Advising Center (MV 150) for permission to take the course.

PLS STUDENTS

- Submit this form and a course description to the Professional & Liberal Studies Advising Office (MH 220; Fax: 610-660-1264; email: plsadvising@sju.edu).

Student Name		Email				
ID#		Class Year	Major			
Name of Transfer Institution		Address of Transfer Institution				
Reason for the course(s) elsewhere		Going Abroad? _		Select term	Fall 20__	Spring 20__
Institution's Course(s)		Session beginning & end dates		Format (e.g., in-class, on-line, hybrid)		SJU Equivalent - Completed by Assoc. Dean (CAS), Chair (HSB)
Course #	Course Name					

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	Course 2	___ is approved	___ is not approved
Comment			Comment		
Signature			Signature		
Date			Date		

