

Philadelphia University
Learning & Advising Center

PERMISSION TO TAKE COURSES AT ANOTHER INSTITUTION

NOTE TO STUDENTS: It is important to begin by reading the policies and procedures indicated below.

Date _____ PhilaU ID # _____

Last Name _____ First Name _____

Major: _____ First Enrolled: Fall Spring Year: _____

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

Home Address _____ Home Phone (____) _____

Local Address _____ Cell or Local Phone (____) _____

Note: Continuing Studies students should consult the Office of Continuing & Professional Studies regarding permission to take courses at another institution.

Policies regarding a student's taking courses at another institution:

1. **Academic Standing:** Students must be in good academic standing, *i.e.* 2.00 cumulative GPA.
2. **30-Mile Rule:** If the course is being offered at Philadelphia University in the same term, students must be residing beyond 30 miles of Philadelphia University.
3. **Two-year versus Four-year Institutions:** Permission to take courses equivalent to Philadelphia University junior and senior level courses will be granted only if the other institution is a four-year college or university.
4. **Maximum Number of Courses:** Students 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 three (3) courses. Permission for a back-up course can be particularly helpful in situations when courses are cancelled.
5. **Residency:** Students must fulfill residency requirements at Philadelphia University in order to graduate. (1) Day students must earn a minimum of 60 credits at Philadelphia University, 12 credits of which must be in the major and 6 of which must be in College Studies. (2) Students must also be in residence the semester immediately preceding the awarding of their degree.
6. **Credits & Grades:** If a student earns a "C-" or better, Philadelphia 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 college are NOT made part of a student's Philadelphia University transcript and will not affect a student's Philadelphia University GPA unless the transfer credits are *replacing* earlier Philadelphia University credits. In that case, even though the grade for the transferred course is not used in calculating the Philadelphia University GPA, the grade for the earlier Philadelphia University credits will no longer be used in that calculation. Transfer credits from an institution that operates on a *quarter* system will be converted to the equivalent number of *semester* credits.
7. **Transcripts:** **Students must arrange for an official transcript from the transfer institution to be forwarded directly to the Philadelphia University Registrar's Office upon completion of the approved course(s).** Students should follow up with the Registrar's Office to make sure the transcript has been received.
8. **Foreign Languages:** Students wishing to take a foreign language course at another institution will determine the appropriate course level when they receive equivalency approval from the School of Liberal Arts [Ravenhill Mansion, Room 204].
9. **Study Abroad:** Students who are participating in the Philadelphia University Study Abroad Program should not use this form. They should obtain the "Study Abroad Course Authorization" form from the Study Abroad Office.
10. **Timing:** Students must submit this completed form to the Office of Academic Affairs (second floor of the White House) for the final approval at least six weeks before courses begin at the transfer institution.
11. **Notification of Decision re Approval:** If the request is approved, a notification letter will be sent to the transfer institution. Copies will be sent to the Registrar, student, academic advisor, Learning & Advising Center, and the Philadelphia University school that has jurisdiction over the student's major. **Note:** If the request is not approved, the student will be informed in writing.
12. **In-person application and follow-through:** Required discussions with advisors and reviewers mandate that students complete this form in person. The student is also responsible for taking this form to each of the offices indicated and obtaining required signatures.
13. **Issues concerning the other institution:** Students must understand that other institutions may have policies which prevent a student from another institution [such as Philadelphia University] from taking a given course. Students are responsible for reading the catalog and contacting the other institution to determine any applicable policies. Students should also be aware that other institutions may cancel advertised classes in any given term according to that institution's policies.

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

- 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.
- Students must meet with their academic advisor in person to discuss appropriate course sequencing and graduation requirements and to obtain the advisor’s approval. [Note: 1st-year students can meet with any 1st-year advisor.] **Students should print a copy of their transcript from WebAdvisor and bring it to the meeting with their advisor.**
- Next, students should go to the school responsible for teaching the equivalent Philadelphia University course. The administrative assistant in the school will direct students to the appropriate faculty reviewer. Students must submit the relevant catalog and course information to the faculty reviewer.
- Students must also obtain course equivalency approval from the dean of the school in which the equivalent Philadelphia University course is offered.
- Finally, students must submit this completed form to the **Office of Academic Affairs** [second floor of the White House].
Reminder: This form is not to be used for Study Abroad Programs.

1. I have read carefully and agree to abide by the policies and procedures stated on this form. [Note: *If you are requesting exceptions to any policy, your advisor must check “yes” in 2b below, and you must attach a letter to this form, addressed to the Assistant Vice President of Academic Affairs, stating the exception and the reasons you are requesting approval.*]

Student’s Signature: _____ *Date:* _____

2. a. I have discussed with this student the effect of the course(s) listed below on the recommended sequence of courses and graduation requirements for this major. As academic advisor, I
- support do not support this student’s request to take Course #1.
 - support do not support this student’s request to take Course #2.
 - support do not support this student’s request to take the Alternative course.
- b. Is this student requesting an exception to any of the policies stated on this form? Yes No [If yes, see #1 above]

Advisor’s Signature: _____ *Date:* _____

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

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

<u>Course Number</u> (at other institution)	<u>Course Title</u> (at other institution)	<u>Course Number</u> (Phila.U. equivalent)	<u>Equivalency Approved</u> (<i>Signature of Faculty Reviewer</i>)
Course #1 _____	_____	_____	_____
Course #2 _____	_____	_____	_____
Alternative* _____	_____	_____	_____

[* in the event Course #1 or Course #2 is cancelled]

IF COURSE(S) ARE DISTANCE OR ON-LINE COURSES, PLEASE INDICATE.

4. I have reviewed the catalog description(s) of the course(s) listed above. Concerning this student’s request, as dean of the school responsible for teaching the equivalent course(s), I
- support do not support this student’s request to take Course #1.
 - support do not support this student’s request to take Course #2.
 - support do not support this student’s request to take the Alternative course.

Dean’s Signature (Course #1): _____ *Date:* _____

Dean’s Signature (Course #2): _____ *Date:* _____

Dean’s Signature (Alternative): _____ *Date:* _____

5. Final review to be completed by the Office of Academic Affairs:

Approved Not Approved Reason for Denial: _____

Signature: _____ *Date:* _____

NOTE: PERMISSION HAS NOT BEEN GRANTED UNTIL # 1 - 5 ARE COMPLETED.