

**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. Info available at [www.philau.edu/studyabroad](http://www.philau.edu/studyabroad). See Reverse for Steps and Policies.

1. Name: Lee Jay X ID# 1234567  
(PRINT) Last First M.I.

Major: FMM Expected Grad. Date:  May  Aug  Dec 2020 (Year)

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

Email: lee1234@students.philau.edu Cell Phone: (123) 456-7890

Advisor: Dr. X

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 minus" 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 Philadelphia University for such changes with a copy to the Study Abroad office. I am responsible for arranging for an official transcript to be sent to the Philadelphia University Study Abroad 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:** 10/31/17

3. Study Abroad Institution: Rome Center (UARC) Haly  
(Study Away Program and/or Host Institution) (Location)

Semester Abroad:  Fall  Spr [Qtr:  W  Sp]  Sum [Session:  A  B] Year: 2019

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		Design Concepts	3	DSGNFND423	pre-approved
REQ					
REC		Business Law	3	BLAW 301	pre-approved
REC		Italian I	3	GDIV 2xx	pre-approved
OPT		Trend Forecasting	3	Elective	
ALT		Art + Culture in Italy	(3)	GDIV 2xx	pre-approved
ALT		Financial Management	(3)	FINC 301	pre-approved
REC		Operations Management	3	PASTMGT451	pre-approved

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

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: Indicate at right the total equivalent semester credit hours recommended (pending any equivalency approvals) for this student's proposed plan of study. **Recommended TRANSFER CREDITS:** 15

**Academic Advisor Signature:** \_\_\_\_\_ **Date:** 11/5/17

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  Approved  Not Approved (Reason on back)

**Reviewed by Study Abroad Office:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  Approved  Not Approved (Reason on back)

**SAMPLE**