Request for Permission to Take Courses at Another Institution*

Please print legibly – Please read both pages for detailed instructions

Student Name: ___________________________ TUid: ___________________________

School/College: __________________________ Major/Program: __________________________ Anticipated Grad Date: __________________________

Address: __________________________ City __________________________ State __________________________ ZipCode __________________________

Phone Number: __________________________ Temple Email Address: __________________________ @temple.edu

Reason for request: __________________________

______________________________________________________________________________

Please fully explain your reason for this request. Feel free to use the back of this form or attach your justification on separate paper.

*For Study Abroad requests use Request for Approval to Study Abroad on a Non-Temple Program: http://www.temple.edu/studabroad/programs/non_tu.html#COURSE

I understand
• That my cumulative grade point average must be 2.00 or above.
• That there must be a compelling academic reason for this request.
• That the course(s) I wish to take must be evaluated by the relevant Department’s designee/representative, if not already evaluated.
• That, while taking the course, I must be residing 50 or more miles from a Temple University campus.
• That the institution offering the course must be located 50 or more miles from my Temple University campus.
• That for this request to be considered, the course cannot currently be offered through Temple’s distance learning program.
• That credits will be transferred to Temple only upon the completion of the course(s) with a grade of “C-” or better.
• That transfer credits do not affect my Temple GPA.
• That I cannot receive credit for the same course twice.
• That I cannot use grades earned in transfer courses to replace grades earned in the Temple equivalent courses.
• That I will not be approved to take a course(s) at another institution if it is the third time I have taken the course.
• That at least 30 of my last 45 credits must be taken at Temple. (Some majors have additional residency requirements.)
• That to be eligible for Latin Honors at graduation, a student must complete a minimum of 60 semester hours of the program while matriculated at Temple.
• That in order for credits to be transferred to Temple, an official transcript from the institution attended must be sent to the Admissions Office upon completion of the coursework.

Student Signature __________________________ Date __________________________

I request permission to take the following courses during the Fall _______ Spring _______ Summer _______ 20 _______ semester at: __________________________

Name of Institution: __________________________ Address: __________________________

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*Quarter Credits are evaluated at different rates: 2 quarter hour credits are equivalent to 1.5 semester hour credits; 3 quarter hour credits are equivalent to 2.0 semester hour credits; 4 quarter hour credits are equivalent to 2.5 semester hour credits.

Academic Advisor’s Signature and Date: __________________________ Notes: __________________________

Advising Director/Dean’s designee signature and Date: __________________________

Note: Students on Leave of Absence will not be approved to take courses elsewhere unless their advising office determines that there is a compelling academic reason for taking the course(s) while on Leave of Absence.
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INSTRUCTIONS

1. Obtain course descriptions from the institution that you want to attend (Either from a Course Catalog or descriptions from the other college’s web site).

2. FOR NON-BUSINESS COURSES: Meet with the faculty advisor in the Temple department in which you would like to take a course at another institution. The faculty advisor in that department will evaluate the course, determine equivalency to a Temple University course, and sign under “Faculty Evaluator”.
   Return completed form to the FSBM Advising Office in Speakman Hall 101 (Alter Lower Level for Honors) or West Hall 112 at Ambler for approval from the Advisor as Dean’s designee.

3. FOR BUSINESS COURSES: Complete and return this form with course descriptions to the FSBM Advising Office in Speakman Hall 101 (Alter Lower Level for Honors) or West Hall 112 (Ambler) for approval

4. All business courses except the equivalents to Acct 2101, 2102; Econ 1101,1102; HRM 1101, 2501; Legal Studies 1101, 1102; Mktg 2101; RMI 2101; and Stat 1001,1102,2103; must be taken at schools accredited by the Association to Advance Collegiate Schools of Business (AACSB) www.aacsb.edu.

5. DEADLINES for submission: April 15 for summer 1
   June 1 for summer 2