

# Petition to Complete a Course(s) at Another Institution After Matriculation\*

*Please print legibly*

Student Name: \_\_\_\_\_ TUid: \_\_\_\_\_

School/College: \_\_\_\_\_ Major/Program: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Temple Email Address: \_\_\_\_\_@temple.edu

\*For Study Abroad requests use *Request for Approval to Study Abroad on an External Program*

Please check in each of the provided space after reading each statement.

I understand that

- my cumulative grade point average must be 2.00 or above at the time this petition.
- at the time of admission or reenrollment I have fewer than 60 credits in transfer.
- after matriculation at Temple I am allowed to transfer credit for two summer or special session courses (up to a maximum of 8 credits.)
- I will not be given permission to take a course(s) elsewhere for which the pre-requisites have not been met either at Temple or elsewhere.
- General Education coursework must be taken at Temple.
- the course(s) I wish to take must be evaluated by the relevant Department's designee/representative, if not already listed in the Transfer Articulation system.
- for this request to be considered, the course cannot currently be available through Temple's distance learning program.
- I will not be approved to take a course(s) at another institution, if I have previously attempted the course at Temple.
- credits will be only be added to my academic record if an official transcript from the institution has been received by Temple and I earned a grade of "C-" or better in the course(s). [Effective Fall 2015, "C" or higher]
- grades in transfer credits do not affect my Temple GPA.
- at least 45 of my last 60 credits must be taken at Temple. (Some majors may have additional residency requirements.)

For the complete policy, go to: [http://policies.temple.edu/list\\_docs.asp](http://policies.temple.edu/list_docs.asp)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

I request permission to take the following course(s) during the Summer I \_\_\_ Summer II \_\_\_ 20\_\_\_ semester(s) Other \_\_\_ 20\_\_\_ at:

Name of Institution: \_\_\_\_\_ Address: \_\_\_\_\_

Student completes shaded section

Temple representative completes the information below:

Transfer Institution Information				Temple University Information			Action	
Dept	Course Number	Course Title	Credit Hours*	Dept	Course Number**	Course Title	Reviewed By	Phone

\*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.

\*\*If not a direct equivalent, indicate Elective, UL Elective (Upper Level), or LL Elective (Lower Level).

**Labs are typically counted as part of the associated lecture and not as one of the two allowable courses.**

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.

