TEMPLE UNIVERSITY

FSBM Request for Permission to Take Courses at Another Institution

INSTRUCTIONS

1. **Read all conditions** that must be met in order to take a course at another institution.
2. 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).
3. 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".
   Student then returns this form to the FSBM Advising Office in Speakman Hall 101 (Sp 106 for Honors) or West Hall 112 at Ambler for approval *from the Advisor as Dean's designee.*
4. FOR BUSINESS COURSES: Complete and return this form with course descriptions to the FSBM Advising Office in Speakman Hall 101 *(SP 106 for Honors)* or West Hall 112 (Ambler) for approval
5. **DEADLINES** for submission: **April 15 for summer 1**
   June 1 for summer 2

I have read all the above conditions and am in compliance with them.

CONDITIONS

1. I understand that approval is restricted. **Students may not take courses at an institution within commuting distance to Temple University. (50 mile radius)**
2. I understand that all business courses *except* the equivalents to Econ 1101-1102(C051-C052); Acct 2101, 2102, ,(1,2); CIS 1055(C055), Rsk Mgt & Ins 2101(1); Law 1001(C001), 1102(101); Stat 1001-1102(C011-C012), 2101-2102(C021-22); Mktg 2101(81); and HRM 1101(83), 2501 (85) must be taken at schools accredited by the Association to Advance Collegiate Schools of Business (AACSB) www.aacsb.edu
3. I understand that permission is rescinded if my grade point average at Temple falls below a 2.0 or I am placed on academic probation or receive an academic warning.
4. I understand that at least **30** of my last **45** credits must be completed at Temple University as well as **50%** of my business courses and **51%** of the courses in my major.
5. I understand that one of the requirements to graduate with University Honors is that my last **60** credits must be completed at Temple University in residence as a matriculated student.
6. I understand that credits will be transferred to Temple University only upon the completion of the course(s) with a grade of "C-" or better.
7. I will request that an official transcript from the institution attended be forwarded **directly** to **Temple University's Undergraduate Admissions Office** before the beginning of next semester.

_____ _____
Student Signature Date

Name: _____ TU id # __ __ __ __ __ __ __ __ __ __

Permanent Address: _____ Telephone Number (_____)_____

_____ Email address: _____

Local Address: _____ Major: _____

_____ Anticipated Date of Graduation: _____

Reason for Request: _____

I request permission to take the following course(s) during the following semester: (Check one) Spring__ Fall__ Summer__ Year: 200__

Name of Institution: _____ _____ _____ _____ _____
Number and Street City State Zip

Course number and Department	Course Title	Credits	Temple Equivalent	Faculty Evaluator	Date
(To be filled out by student)			*(To be filled out by Faculty Advisor)*		

Notes:

☐ Approved
☐ Denied

_____ _____
Dean's Representative Date