



# TEMPLE UNIVERSITY

## FSBM Request for Permission to Take Courses at Another Institution

### 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; Acct 2101, 2102; Rsk Mgt & Ins 2101; Law 1101, 1102; Stat 1001, 1102, 2101, 2102, 2103; Mktg 2101; and HRM 1101, 2501 must be taken at schools accredited by the Association to Advance Collegiate Schools of Business (AACSB) [www.aacsb.edu](http://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 I understand that permission is rescinded if my grade point average at Temple falls below a 2.0 or I am placed on academic probation or receive an academic warning.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.
6. I will request that an official transcript from the institution attended be forwarded **directly** to my academic advisor before the beginning of next semester:  
<http://www.fox.temple.edu/advising/staff.html>

### 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 (*Alter Hall LL 30 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 (*Alter Hall LL 30 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.*

\_\_\_\_\_ 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: 20\_\_

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

Number and Street City State Zip

<u>Course number and Department</u>	<u>Course Title</u>	<u>Credits</u>	<u>Temple Equivalent</u>	<u>Faculty Evaluator</u>	<u>Date</u>
<i>(To be filled out by student)</i>			<i>(To be filled out by Faculty Advisor)</i>		
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Notes:

- Approved  
 Denied

\_\_\_\_\_ Dean's Representative \_\_\_\_\_ Date