Petition to Take Courses Elsewhere

Before you begin, please read the policy about taking courses elsewhere after matriculation. If you meet the criteria to request to take a course elsewhere, schedule an appointment with your advising center.

After consulting with your advising center about which course(s) you plan to take elsewhere, please follow the steps below to complete the Petition to Take Courses Elsewhere.

- Log in to TUPortal
- Click Student Tools Tab
- Find the University Forms Channel and select the Form

- Click the link to open the form. Review the Petition to Take a Course Elsewhere statements and check each box after reading each statement.

- Once you check all statements, you will be prompted to use a search feature to enter the requested institution.
After you find the request institution, you will be prompted to use a search feature to find the course you would like to take elsewhere. You also will be asked to enter the credits for the course, and the term you plan to take the course. Click **Add** once all sections are completed.

Once you Click **Add**, your request will pop-up on the right-hand side. If you want to add another course to be reviewed, select **Add Another** course. If you are ready to submit the request to your advisor for review, select **Submit Request**. You are also able to write a comment to your advisor in the **Comments** box if needed.
After you submit your request, your advising office will review the request and will send an email when the review is complete.

**Notes:** If the institution or course you are looking for is not in the drop-down boxes, follow the instructions on the form for submitting a ‘write-in’ request.