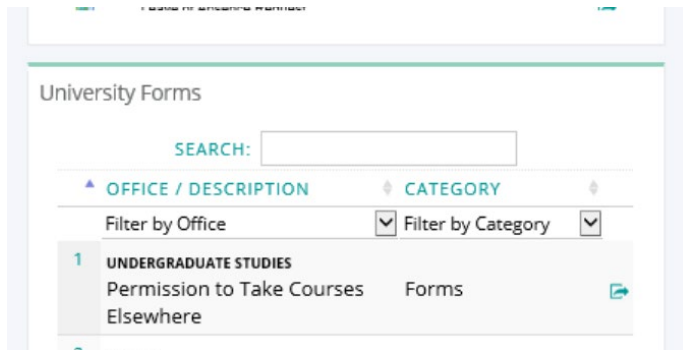


Petition to Take Courses Elsewhere

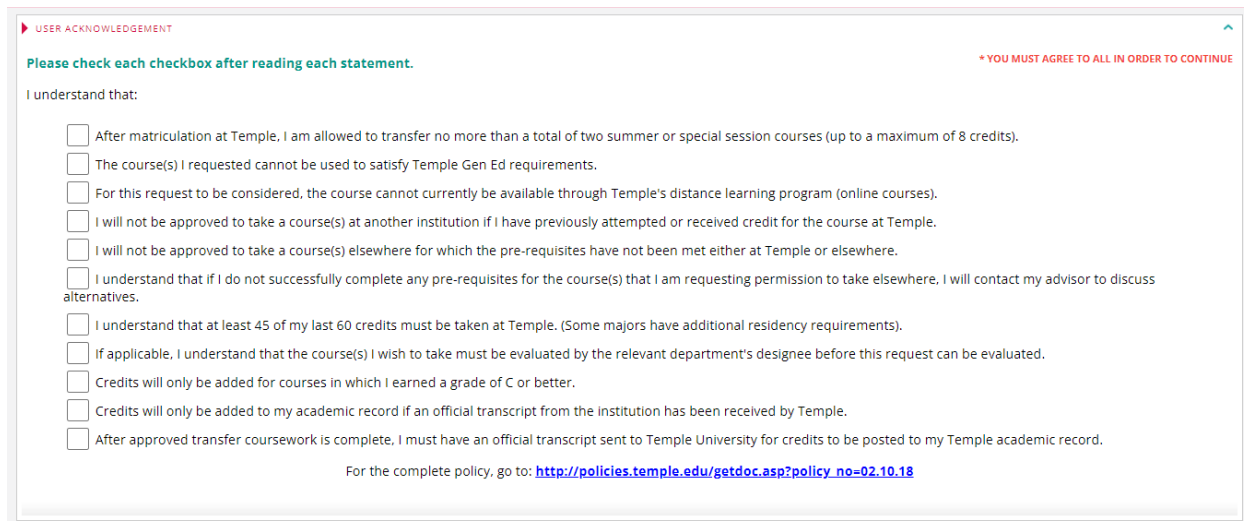
Before you begin, please read [the policy about taking courses elsewhere after matriculation](#) . If you meet the criteria to request to take a course elsewhere, schedule an appointment with your advising center.

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.

A screenshot of a "USER ACKNOWLEDGEMENT" form. At the top left, it says "USER ACKNOWLEDGEMENT" with a red arrow icon. At the top right, it says "YOU MUST AGREE TO ALL IN ORDER TO CONTINUE" in red. Below this, there is a instruction: "Please check each checkbox after reading each statement." The form contains a section titled "I understand that:" followed by a list of ten statements, each with an unchecked checkbox. The statements are: 1. After matriculation at Temple, I am allowed to transfer no more than a total of two summer or special session courses (up to a maximum of 8 credits). 2. The course(s) I requested cannot be used to satisfy Temple Gen Ed requirements. 3. For this request to be considered, the course cannot currently be available through Temple's distance learning program (online courses). 4. I will not be approved to take a course(s) at another institution if I have previously attempted or received credit for the course at Temple. 5. I will not be approved to take a course(s) elsewhere for which the pre-requisites have not been met either at Temple or elsewhere. 6. I understand that if I do not successfully complete any pre-requisites for the course(s) that I am requesting permission to take elsewhere, I will contact my advisor to discuss alternatives. 7. I understand that at least 45 of my last 60 credits must be taken at Temple. (Some majors have additional residency requirements). 8. If applicable, I understand that the course(s) I wish to take must be evaluated by the relevant department's designee before this request can be evaluated. 9. Credits will only be added for courses in which I earned a grade of C or better. 10. Credits will only be added to my academic record if an official transcript from the institution has been received by Temple. At the bottom, there is a final statement: "After approved transfer coursework is complete, I must have an official transcript sent to Temple University for credits to be posted to my Temple academic record." Below the statements, there is a link: "For the complete policy, go to: http://policies.temple.edu/getdoc.asp?policy_no=02.10.18"

- Once you check all statements, you will be prompted to use a search feature to enter the requested institution.

▶ SELECT INSTITUTION

SEARCH:

INSTITUTION	CITY	STATE	COURSES
 Community College of Philadelphia	Philadelphia	PA	779
 Community College of Beaver County	Monaca	PA	66
 Community College of Allegheny County	Pittsburgh	PA	277


Showing 1 to 3 of 3 records (filtered from 752 total records)

First Previous **1** Next Last

Don't see what you're looking for? Click [here](#) to write in the 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.

▶ COMMUNITY COLLEGE OF PHILADELPHIA COURSES



Courses completed at a **transfer institution** are listed on the **left**; the equivalent **Temple courses** are listed on the **right**.

SEARCH:

NO.	INSITUTION	TEMPLE	SUBJECT
1	ACC101 Financial Acct	ACCT 2101 Financial Accounting	Accounting
2	ACC102 Managerial Acct	ACCT 2102 Managerial Accounting	Accounting
3	ACC103 Microcomputer Accounting	ACCT T*** Elective - Accounting	Accounting
4	ACC201 Interm Accounting I	ACCT T*** Elective - Accounting	Accounting
5	ACC202 Interm Accounting II	ACCT T*** Elective - Accounting	Accounting

Showing 1 to 5 of 900 records

First Previous **1** 2 3 4 5 ... 180 Next Last

Don't see what you're looking for? Click [here](#) to write it in.

▶ SELECT CREDITS

Enter credits for **ACC101**
Financial Acct

3

Add Credits

▶ SELECT TERM

Select Term

2022 Summer I

▶ ADD COURSE TO REQUEST

Add

- 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.

▶ REQUESTED TRANSFER COURSES

TRANSFER INSTITUTION	TRANSFER COURSE	TU EQUIVALENCY	CREDITS	TERM
Community College of Philadelphia	ACC101 <i>Financial Acct</i>	ACCT 2101 <i>Financial Accounting</i>	3	202220 ✕

Planning on taking another course? (Maximum of 2 courses per request)

[Add Another](#)

▶ COMMENTS

Comments

▶ SUBMIT REQUEST

[Submit Request](#)

- 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.

▶ COMMUNITY COLLEGE OF PHILADELPHIA COURSES

Community College of Philadelphia **50** YEARS

Courses completed at a **transfer institution** are listed on the **left**; the equivalent **Temple courses** are listed on the **right**.

SEARCH:

NO.	INSITUTION	TEMPLE	SUBJECT
1	ACC101 <i>Financial Acct</i>	ACCT 2101 <i>Financial Accounting</i>	Accounting
2	ACC102 <i>Managerial Acct</i>	ACCT 2102 <i>Managerial Accounting</i>	Accounting
3	ACC103 <i>Microcomputer Accounting</i>	ACCT T*** <i>Elective - Accounting</i>	Accounting
4	ACC201 <i>Interm Accounting I</i>	ACCT T*** <i>Elective - Accounting</i>	Accounting
5	ACC202 <i>Interm Accounting II</i>	ACCT T*** <i>Elective - Accounting</i>	Accounting

Showing 1 to 5 of 900 records

First Previous **1** 2 3 4 5 ... 180 Next Last

Don't see what you're looking for? Click [here](#) to write it in.