

Petition to Take Course Work At Another Institution

Approval must be received BEFORE a course is taken at another university on that campus or by correspondence. The chair of the department and the student's advisor must approve the course PRIOR to taking the course. You must have a transcript sent to the Registrar's Office immediately upon completion of a course and obtain a grade of "C" or better in the course to have credit added to your academic record. Please submit your grade report to the chair of the department for your major when you return to campus.

Please attach pertinent information: course description, catalog information (to include copy of cover and accreditation page), syllabus, etc. to this form for department chair's evaluation.

Student Name: **Current Date:**

Student ID #: Major:

Address: City: State: Zip:

Name of University: AACSB Accredited: Yes No

Term of Enrollment: Year:

Substitute:
(Prefix, Course Number, and Course Name)

For ASU Course:
(Prefix, Course Number, and Course Name)

Reason for taking course off campus:

Approvals:

Advisor/Coordinator

Department Chair

Denial:

Department Chair

Subject to final approval by department chair.

Instructions: If an advisor or other faculty/staff member feels another course from another institution represents a reasonable substitute for a course in a student's degree plan, this form should be completed and submitted prior to taking the course. Requests will be reviewed by the chair of the department/departments involved. If approved, the requests will be forwarded to the College of Business Advising Coordinator, and hard-copy approvals will be placed in the student's file.