

## At Temple:

If you are interested in taking a class at Temple this summer:

- As long as you are in good standing, you will be able to register yourself for coursework if it is a first or second attempt at the class.
- If you are intending to take a third/final attempt at a course in a summer term, you will first need to be approved for a third attempt. Petitions are available in our office or at:  
<https://www.temple.edu/vpus/advising/forms>
- If you are on academic warning, you will need to meet with an advisor to receive your PIN before you can register for summer courses.

Summer 2020 Registration Eligibility Date:	Required Earned Credit Hours:
Friday, March 27, 2020	90 or more hours
Monday, March 30, 2020	60 or more hours
Tuesday, March 31, 2020	30 or more hours
Wednesday, April 1, 2020	0 or more hours

- During the summer semesters, you will be billed at the part-time tuition rate. You may review tuition rates on the Bursar's Office website ([bursar.temple.edu](http://bursar.temple.edu)). We encourage you to speak to Student Financial Services about whether you have any remaining financial aid for the year that can be applied to the summer semester.

## At another college or university:

If you are interested in taking a class at another college/university in the summer, you must meet all of the criteria below and receive approval to take the course in advance of enrolling in it:

- Your overall GPA is a 2.0 or higher.
- When admitted or re-enrolled to Temple, you had fewer than 60 credits in transfer.
- You have not previously attempted the course you wish to take elsewhere at Temple.
- You must have met the prerequisites for the course at Temple to receive approval to take it elsewhere.

Please note the following rules:

- You are permitted to transfer in two courses (up to 8 credits) once you've started coursework at Temple.
- GenEd coursework must be taken at Temple.
- The course you wish to take elsewhere cannot be offered online by Temple during the summer.
- If the course you wish to take has not already been evaluated by Temple and does not appear in the Transfer Equivalency Tool ([admissions.temple.edu/transfer-equivalency-tool](http://admissions.temple.edu/transfer-equivalency-tool)), the syllabus for the course must first be evaluated by the appropriate Department representative in advance.
- Transfer credits will only be added to your record if you earn a C or better in the course.
- Grades in transfer credit will not affect your Temple GPA.

To receive approval to take a class that is in the transfer equivalency tool, please submit an electronic request to take a course elsewhere. Instructions for how to submit this request can be found here:

[http://www.temple.edu/vpus/documents/permission\\_courses\\_elsewhere.pdf](http://www.temple.edu/vpus/documents/permission_courses_elsewhere.pdf). If the course is not in the Transfer Equivalency Tool, the appropriate department at Temple will first need to review a syllabus from the course and provide written permission before you are formally approved to complete the course elsewhere.

After completing the course/s, make sure to have an official transcript sent back to Temple so the credits can be added to your Temple academic record. Summer credits do count towards Fly-In-4 credit requirements for the academic year.

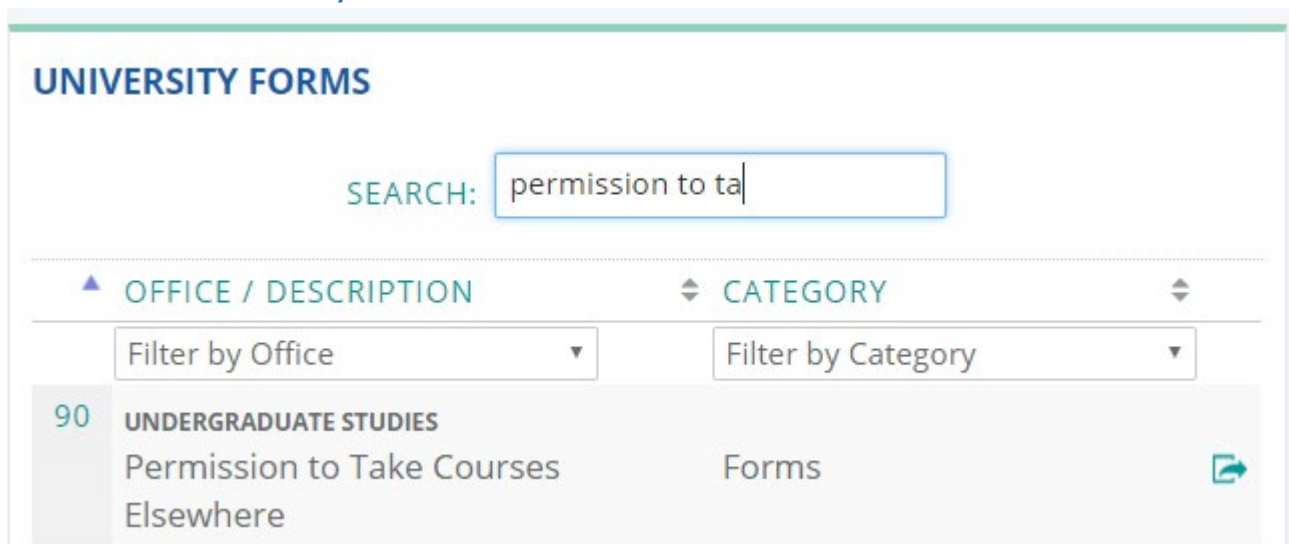
## Permission to complete a course at another Institution after Matriculation

Before you begin, please take the time to read the policy in the bulletin:

- <https://bulletin.temple.edu/undergraduate/academic-policies/permission-complete-course-institution-matriculation/>

To access the form, please follow the steps below:

- Log into **TUPortal**
- Click the **Student Tools** tab
- Under the **University Forms** channel search for and select **Permission to Take Courses Elsewhere**



The screenshot shows the 'UNIVERSITY FORMS' search interface. At the top, there is a search bar with the text 'permission to ta'. Below the search bar, there are two filter dropdowns: 'OFFICE / DESCRIPTION' and 'CATEGORY'. The 'OFFICE / DESCRIPTION' dropdown is set to 'Filter by Office' and the 'CATEGORY' dropdown is set to 'Filter by Category'. Below these filters, a search result is displayed with the following details:

OFFICE / DESCRIPTION	CATEGORY
90 UNDERGRADUATE STUDIES Permission to Take Courses Elsewhere	Forms

- You will need to review and check statements demonstrating your understanding of the policy and confirming that you meet the requirements.
- After reviewing and checking each statement, you will use a search feature to find the institution and course you plan to take; you will also need to select the summer term and you must also confirm your choices
- If the institution or course is not listed in the system; follow the instructions on the form for submitting a “write-in” request.
- After you confirm and submit an advisor will review your request.
- If you do not meet the criteria to request to per the policy and you have questions, you should follow-up with an Academic Advisor.
- You will receive an email after you submit your request and after an advisor completes the review of your request.
- If approved the email you receive will include information about submitting your transcripts once you have completed the course.
- If you are taking a pre-requisite course elsewhere, you must submit your final transcript in order to be registered in future courses.