Permission to Take a Course at Another Institution Form

S.S. No._/_/_/_/_/_/_/_/_ Student's Name (Print)_____

DIRECTIONS

1. The student must submit the course description for which enrollment is desired.
2. The student must received the approval, on this form, of the appropriate Department Head.
3. The student must sign the form.
4. The student must return the form to Records for verification of eligibility and signature of the Registrar.

REGULATIONS

1. The student cannot be on academic probation while attending another institution.
2. The student must earn the last 30 hours needed for graduation at TSU.
3. All courses/grades received will be posted on the student's record at TSU and will be calculated into the existing credits hrs. and grade point average.

Course Discipline & Number	Title	Credit	TSU's equivalent course Discipline & Number	Signature of Department Head of Discipline

List the institution's name and address where form is to be mailed:

_____

_____

_____

Academic Advisor _____ Date _____ Department Head of Major _____ Date _____

I understand that it is my responsibility to request that the institution listed above mail an official copy of my transcript to the Office of Admissions and Records at the address listed below.

Student's Signature: _____ Date: _____

~~~ Office Use ONLY ~~~

Tennessee State University certifies that _____ S.S.N. _____
Is eligible and is in good academic standing, as of date, to enroll for the _____ semester at _____ for the course (s) listed above.

Approved by Registrar: _____ Date: _____

Office of Admissions and Records, Post Office Box 9609, 3500 John A. Merritt Blvd., Nashville, TN 37209-1561