

Permission to Take a Course at Another Institution Form



Student's Name (Print) _____ TNumber _____

DIRECTIONS	REGULATIONS
<ol style="list-style-type: none"> 1. The student must submit the course description for the desired course(s) 2. The student must receive approval of the Department Head 3. Student's signature must be on the form 4. The student must return the form to Records for verification of eligibility and signature of the Registrar. 	<ol style="list-style-type: none"> 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 not be calculated in to the overall cumulative grade point average.

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

List the institution's name and address where the 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 above mail an official copy of my transcript to the Office of Admissions and Records at the address listed below.

Student's Signature _____ Date _____

For Office Use

Tennessee State University certifies that _____ Social Security Number (last four digits) _____ is in good standing and is eligible to enroll for the _____ Semester at _____ for the course(s) listed above.

_____ *University Registrar* _____ *Date*