

## Study Abroad Course Revision Form

Semester \_\_\_\_\_ / Year ( 20 \_\_\_\_\_ )

Name: \_\_\_\_\_ TUID: 91 \_\_\_\_\_

Home Campus: **Temple Main Campus** / **Non-Temple Institution** (Institution Name: \_\_\_\_\_ )

Course Reference Number (CRN)	Department	Course Number	Section number	Credits	Day & Time	Requested Action (Select One)
<i>(Sample) 41010</i>	<i>English</i>	<i>0802</i>	<i>801</i>	<i>4</i>	<i>MWF 8:30-10:00</i>	<i>Add / Drop / Withdrawal</i>

All students studying at Temple University, Japan Campus (TUJ) must maintain a full-time course load (Fall and Spring semesters: **12-18** credits / Summer session: **9-13** credits). Online courses, permitted only upon a written approval under special circumstances, will **NOT** fulfill the full-time requirement stated above.

(For Add & Drop) **I certify that I have obtained an approval for the course revision requested above from an advisor at my home campus / institution.**

**I certify that I am enrolled full-time (without approved online courses) at Temple University Japan Campus (TUJ).**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Name: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Course Withdrawal Protocol for Study Abroad Students

Students are responsible to obtain permission for withdrawal from their home campus advisor.  
Please consult with your home advisor before requesting course withdrawal to the Academic Advising Center (AAC), and check whether there is a risk that course withdrawal may affect your ability for timely graduation, financial aid eligibility, and/or other obligations.

Students from Temple Main Campus

Please fill out this form completely and submit to the AAC either by email or in-person at the AAC front desk.  
Please also be sure to check your Advising Session Report on TUportal to see the summary of your withdrawal request.

Students from non-Temple institutions

Please fill out this form and submit to the AAC (either by email or to the front desk) along with a written proof of permission from your home institution advisor (e.g. copy of email conversation).  
You may discuss your options with an AAC advisor prior to withdrawal, if necessary.

### Cross Reference:

Incomplete Coursework: <https://www.tuj.ac.jp/ug/academics/policies-and-procedures/policies/incomplete-coursework.html>

Withdrawal from Courses: <http://bulletin.temple.edu/undergraduate/academic-policies/withdrawal-policies/>