

Undergraduate Transfer Course Reevaluation/ Substitution Petition

I. Student

Student's Name: _____ TUID: _____

Major: _____ Temple Email: _____@temple.edu

Major Coordinator's name: _____

Petitioned Course:

(At prior institution) Department: _____ Course#: _____ Title: _____

Requirement at TUJ student hopes to satisfy: _____

2. Major Coordinator

Recommendation: **Reevaluation (Go to option I below)** **Substitution (Go to option II)** **Petition Denied**

I. *Reevaluation* of: Department: _____ Course#: _____ (at prior institution) as:
Department: _____ Course#: _____ (at Temple)

II. *Substitution* of: Department: _____ Course#: _____ (at prior institution) as:
Department: _____ Course#: _____ (at Temple)

Major Coordinator's signature: _____ Date: _____

*Comments (optional):
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3-1. The Academic Advising Center

Reevaluation Recommended **Substitution Approved** **Petition Denied**

Substitution Approved: Department: _____ Course#: _____ (at Temple)

AAC Director / Director's Designee: _____ Date: _____

*Comments (optional):
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3-2. Admissions Committee

Reevaluation Approved **Petition Denied**

Chair/Assistant Chair of Admissions Committee: _____ Date: _____

*Comments (optional):
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Students' Procedure:

1. Attach the syllabus which you want to have evaluated with your name and TUID (Art major/minor students applying to have a STUDIO course to be evaluated for a recommendation towards the major/minor requirements must submit visual documentations of the works executed for the particular course at their previous institution);
2. Bring this form and syllabus together to Major Coordinator for evaluation;
3. When a decision is made, submit the syllabus and this form with Major Coordinator's signature to the Academic Advising Center together.

Evaluation process usually takes 2-3 weeks

Students will receive an email from the AAC when their academic record is updated