School of Pharmacy
TEMPLE UNIVERSITY
Quality Assurance/Regulatory Affairs
Graduate Program

Temple University - School of Pharmacy
425 Commerce Drive, Suite 175
Fort Washington, PA 19034

Phone: 267.468.8560 Fax: 267.468.8565

Directions: This form should only be completed when you are ready to take your FOURTH course. Please fax this form directly to 267.468.8565.

Name:_____
Last First Middle Initial

TUid:_____ **Daytime Phone Number:**_____

E-mail Address: _____

Option A – Personal/Professional Enrichment

Students who ONLY intend to pursue a Certificate Program

I am taking graduate courses in Temple University's QA/ RA or Non-Thesis MS programs as a non-matriculated student. By signing this section, I am indicating that I do not intend to apply to either graduate program. I am simply taking courses for personal enrichment, OR I am completing one of the 4-course or 5-course certificates. To receive the certificate, I understand that I must formally apply by submitting the appropriate application form and photocopies of all undergraduate and graduate college transcripts (including Temple U) to the QA/RA Office. This form is not an application to the certificate. It merely indicates that ***I do not intend to apply to the MS program***.

Signed:_____ **Date:**_____

Option B – MS Degree Applicant

Students who intend to pursue the MS in Pharmaceutics or QA/RA

I have either applied or intend to apply to the Master of Science program. By signing this section, I am requesting permission to complete a maximum of one certificate (four or five courses) and have all of the courses apply to the MS degree, should I be admitted. ***I understand the following:***

1. I must submit my entire application to the Graduate Program no later than the end of my final certificate course.

2. Once I start my application, the materials will be held on file in the Graduate Studies Office for a maximum of 6 months. If I do not complete my application in 6 months, my file will be considered inactive and purged. If I subsequently reapply after 6 months, I will need to pay the application fee again and resubmit all of the application materials.

3. I must submit all materials -- application fee and form, essay, resume, letters of recommendation, official transcripts (including an official transcript from Temple University for QA/RA courses), and GRE scores. My application will not be reviewed until it is complete.

4. A maximum of 5 courses will count towards the MS, and only if they are part of a certificate. I may not continue to take courses in QA/RA or the Non-Thesis program beyond completing the 4 or 5-course certificate and have them be accepted for the MS. If I take more than 5 courses, the additional

courses will not be counted towards the MS. My grades must meet the academic standards of Temple's Graduate School (grade of B or higher) to be counted towards the MS degree.

5. Once I am accepted in the MS program, I am expected to begin the MS the semester of my matriculation (acceptance) date. If I need to postpone my admission, I am responsible for writing to the QA/RA Office to ask for an extension on my admission for a maximum of one year.

The total number of credits I want to take as a non-matriculated student and have counted toward the requirements for the MS degree is_____semester hours. I intend to be a matriculated student before the start of the _____ semester (Please indicate Fall, Spring, or Summer, PLUS the year.)

Signed:_____ **Date:**_____

The following information must be answered before this form can be reviewed:

Please list all Temple graduate courses that you believe should be counted towards your MS degree. These courses should include only credits that (a) will be completed prior to an admission decision, and (b) were/will be earned as a non-matriculated student.

Course #	**Title**	**Credits**

Signed:_____ **Date:**_____

Received by GMD: _____ Date:_____

Option C – Students pursuing a Certificate

But aren't sure yet whether to apply for the MS

I am taking graduate courses in Temple University's QA/RA or Non-Thesis MS program as a non-matriculated student. Right now I wish to complete a certificate, but I don't want to apply for the MS; however, I may want to do so in the future. If I decide to apply for the MS later, I understand that graduate credits are considered valid for a maximum of 3 years from the time I took my last course from Temple's School of Pharmacy. I realize that when I decide to pursue the MS, I must submit my entire MS application and be formally accepted into the MS program before I take an additional course beyond the earned certificate. Only the required courses for any given certificate will be accepted towards the MS, if I subsequently decide to apply.

Signed:_____ **Date:**_____