

Tips and Protocols for using the University Requirement Course Petitions or Policy Exception Form

The revised University Requirement Course Petitions or Policy Exception is a typable pdf document intended to be completed and submitted electronically using the “Click to submit by E-mail” button at the bottom of the form. Electronic submission allows multiple individuals in the Office of the Senior Vice Provost access to the submitted petitions and will enable more efficient review and tracking.

Dialogue boxes have been added throughout the form to assist in completing the petition. Hover the mouse pointer over a text field or drop-down menu for these dialogues to appear.

When to use this form:

This form is to be used for all requests to consider transferred credit for fulfillment of a University Core or General Education requirement. Study abroad courses and courses being reviewed as part of the process for permission to take classes elsewhere must be pre-approved using the appropriate forms and should not be submitted using the University Requirement Course Petitions or Policy Exception form. Courses needed for a major or minor requirement should be submitted to the relevant department chair or the chair’s faculty designee for evaluation.

Completing the form:

The petition must be completed and submitted by an academic advisor or other appropriate individual in the student’s academic advising unit.

The form is designed for petitions for one (1) requirement area per submission; separate petitions should be submitted for each requirement area being petitioned.

Tip: If you will be submitting multiple petitions for the same student, before submitting the first petition, you can save a copy of the completed (or partially completed) form to return to and revise for the subsequent submissions.

Most fields have been designated as “required” to ensure petitions are complete before submission. If a required field is not completed you will be notified when attempting to submit by e-mail.

Be sure to complete the section: “Complete the following information as found on the SHATRNS form for course(s) included in this petition:” for any course(s) included in the petition. These fields were not designated as “required” because the fields needing completion will depend on the course(s) included in the petitioned. However, **this information is necessary for a timely review of the petition and posting of the exception by OSVPUS if applicable.**

The following screen shots highlight the information needed from SHATRNS to complete the petition:

The screenshot shows the Oracle Developer Forms Runtime interface for the SHATRNS form. The title bar reads "Oracle Developer Forms Runtime - Web: Open > SHATRNS [Q]". The menu bar includes "File Edit Options Block Item Record Query Tools Help". The toolbar contains various navigation icons. The main content area is titled "Transfer Course Information SHATRNS 8.3.0.2 (PROD8)".

Fields visible include:

- ID: 910035667 (dropdown) Test, Test
- Transfer Institution Number: 1 (dropdown)
- Attendance Period Number: 1 (dropdown)
- Transfer Institution section with a sub-label "6 Digit Transfer Institution Code" pointing to the "Institution:" field.
- The "Institution:" field contains the value "100724" (dropdown) and "Alabama State University" (text).
- A red box labeled "Transfer Institution" points to the "Alabama State University" text.

Oracle Developer Forms Runtime - Web: Open > SHATRNS [Q]

File Edit Options Block Item Record Query Tools Help

Transfer Course Information SHATRNS 8.3.0.2 (PROD8)

ID: 910035667 Test, Test Transfer Institution Number: 1

Transfer Course Detail SHATRNS 8.3.0.2 (PROD8)

Sequence Number: 1 Subject: HIS221 Course Number(s): Hours: Duplicate: Title: Transfer Course, Needs rule Group: Primary:

Equivalent Course Detail

Sequence Number	Level	Term	Count in GPA	Subject	Course	Hours	Grade	Grading Mode	Repeat	Repeat System	Title	
*	1	UG	201120	<input checked="" type="checkbox"/>	HIST	T004	3.000	TR	T	(None)	(None)	Elective
				<input type="checkbox"/>								
				<input type="checkbox"/>								

Course Attributes

Attribute	Description

Submitting the form:

Once the form is completed, click the "Click to submit by E-mail" button.

A "Select Email Client" window will open.

***Note: If no window appears, save a copy of the completed form and follow the instructions for Internet Email applications. ***

Desktop Email applications:

If you use a Desktop Email application such as Outlook when you click "OK" an e-mail to core@temple.edu will automatically populate with the petition as an attachment and the following subject: "Petition for TUIId:"

Before sending your e-mail, add the student's TUIId to the subject line and attach any additional supporting documents such as syllabi or course descriptions.

Internet Email applications:

If you use an Internet Email application such as Google mail when you click "OK" you will be prompted to save a copy of the completed form which you can then attach to an e-mail.

Then, using your e-mail client, compose an e-mail to send to core@temple.edu with the subject "Petition for TUIId: #####"

Before sending your e-mail, attach the completed form and any additional supporting documents such as syllabi or course descriptions.

Electronic submission is preferred. However, if you are unable to submit electronic copies of the supporting documents for the petition please print and sign the petition and submit in hard copy to the Office of the Senior Vice Provost at the address below.

Contact:

If you encounter problems using the form or have suggestions for enhancing this process please contact:

Office of the Senior Vice Provost for Undergraduate Studies
500 Conwell Hall (038-23) Tel: (215) 204-2044 E-mail: core@temple.edu