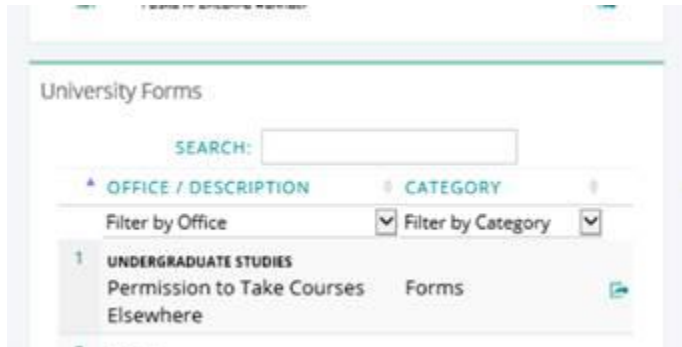


Permission to Complete a Course at another Institution after Matriculation

Before you begin, please read [the policy about taking courses elsewhere after matriculation](#).

Please follow the steps.

- Log into **TUportal**
- Click **Student Tools** Tab
- Under **University Forms** channel select **Permission to Take Courses Elsewhere**.



- You will need to review and check statements of understanding of the policy.
- After reviewing and checking each statement, you will use a search feature to enter the requested institution, the course, and the term; you must also confirm your choices.
- If the institution or course is not in the drop-down boxes, follow the instructions on the form for submitting a 'write-in' request.
- After you confirm and submit your request, your advising office will review and will send an email when the review is complete.
- If you do not meet the criteria to request to take a class elsewhere, you should follow up with your Academic Advising center.

Effective March 2018