

SY SYMS SCHOOL OF BUSINESS
UNDERGRADUATE REQUEST FOR OUTSIDE COURSES

This application should be filed at least two weeks before registration by an undergraduate who wishes to take business courses at another school for transfer credit. Please fill out form completely to avoid delays in processing. The following limitations are in effect.

- 1. No courses may be taken at junior or community colleges or through high school programs; courses must be taken at an AACSB Accredited Business School.
- 2. No credit will be given for any course unless a grade of C or higher is achieved.
- 3. The student will receive no credit if the course duplicates or overlaps with a course already taken.
- 4. The number of credits allowed to be taken in a summer session of 4 weeks is equal to the number of weeks; in a session of 5 weeks or more, to the number of weeks plus 2.
- 5. I have read the attached Summer School Rules & Regulations for 20____ and agree to abide by them.

Student's Signature Date

1. Name: _____
 First Middle Last
4. I.D. # _____
2. Current Address _____
5. Phone: _____
6. E-mail: _____
7. Major: _____
City State Zip
3. Current Class (circle) FR SO JR SR

8. I request permission to take _____ of the following courses for a total of ____ credits in the Fall ____ Spring ____ Summer _____
at _____
Name and address of outside college

9. Credit system at this school: [] semester hour [] quarter hour
*NOTE: (4-quarter credits = 2.5 semester credits; 5-quarter credits = 3 semester credits)

10. Exact beginning and ending dates of session _____

11. Course to be taken: (One form for each course requested)

TO BE FILLED IN BY THE STUDENT	TO BE FILLED IN BY YESHIVA UNIVERSITY	
Department Number-Title-Credits	Equivalent at Yeshiva University (Department and # only)	Departmental Approval
_____	_____	_____

12. Reason for taking course (Required): _____
13. Date _____
14. Signature _____

◆ The course **MUST** be taken in an accredited AACSB school, and you **MUST** attach the outside school's catalog description and a detailed Course Syllabus. Also attach any form required by the other school.

FOR OFFICE USE ONLY

Action by Sy Syms School of Business Dean: (circle one) Approved Rejected Comments _____

Date _____ Signature _____

TO THE STUDENT: The response to this request is indicated above. If approved, present this form to the other school as a certification that you have our approval to take this work. Have a transcript of your record sent to us immediately upon completion of the work.