

REQUEST TO TAKE COURSES OFF CAMPUS IN THE SUMMER

An **Undergraduate Arts and Sciences** student may get credit for courses taken elsewhere in the summer if the student:

- **is in good academic standing (cumulative GPA at least 2.0).**
- obtains written approval from the Office of the Dean before enrolling.

The courses:

- must be from an accredited institution.
- cannot be repeats of any courses taken at Pitt.
- are subject to the 18 non-CAS credit limitation.
- must be completed with grades of C or better.

There are three limits:

- Students who have earned 60 or more credits may not take courses at two-year schools.
- A maximum of two courses (8 credits) may be taken elsewhere in a summer.
- Students who have earned 90 credits or more may not take courses at any other institution.

Complete the following information and return this form with a **COURSE DESCRIPTION ATTACHED FOR EACH COURSE** you're interested in taking. You will be notified in writing following our review.

Your Name: _____

PeopleSoft ID Number: _____

Your address: _____

City: _____ State: _____ Zip code: _____

Phone number: _____
(Area Code)

Your Advisor's Name (your advisor's signature is required if using course for the major)

Name of Summer College or University: _____

Course Subject	Course Number	Course Title

We need the Official Summer course descriptions before granting approval.