

Washburn Business majors who wish to take classes at another institution to apply towards their BBA degree requirements at Washburn must receive prior approval. Approval will not be granted to students who wish to repeat a course that they did not successfully complete at Washburn University. Those courses must be repeated at Washburn and are subject to the University's repeat policy.

WIN #: \_\_\_\_\_ Degree/Major: \_\_\_\_\_

Term:  Spring  Summer  Fall

Name: \_\_\_\_\_  
Last Name First Name MI Any Other Name On Record

List the course(s) you are requesting permission to take and the equivalent course(s) here at Washburn University. It is the student's responsibility to contact the transient institution for their course offerings, descriptions, and syllabi, which may be requested as part of the pre-approval process. The requested course(s) should be from an AACSB-accredited school(s).

Transient Institution Name: \_\_\_\_\_

Transient Institution Address: \_\_\_\_\_  
Street Address City State Zip Code

Courses To Be Taken At Transient Institution				Washburn University Equivalent Courses				
Course Prefix	Course No.	Course Title	Hrs.	Course Prefix	Course No.	Course Title	Hrs.	Major/Core or Correlate

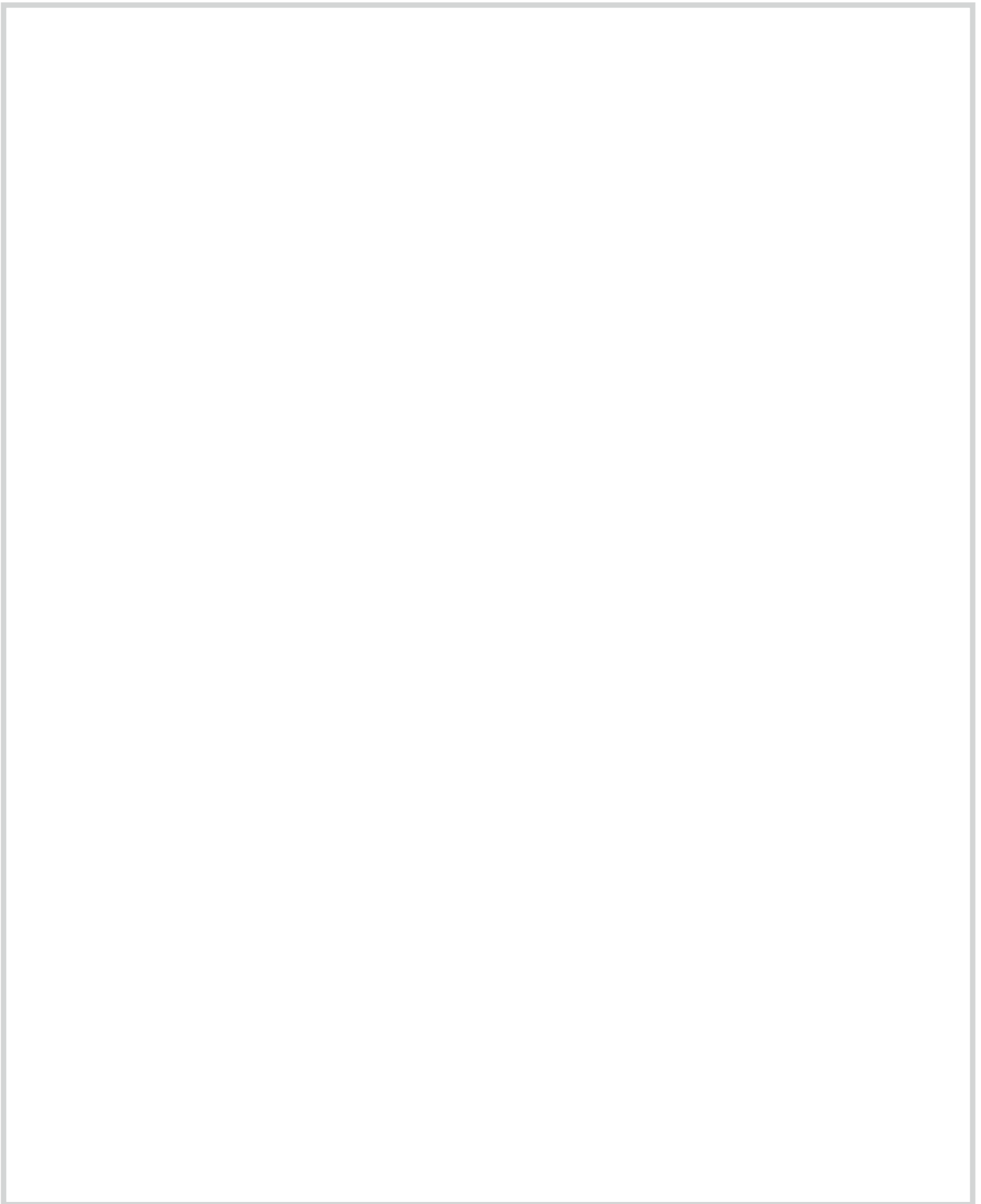
**IMPORTANT:** On the page two of this form, in the space provided, please include a statement listing the reason for your request. Requests will not be considered for approval without an attached statement.

*I understand the transient policy and request permission to take the above listed course(s).*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Permission:  Granted  Denied      Comments: \_\_\_\_\_  
 Associate Dean Signature: \_\_\_\_\_

In detail, please explain why you must take the requested course(s) at a different institution:

A large, empty rectangular box with a thin gray border, intended for the student to provide a detailed explanation for why they must take the requested course(s) at a different institution.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_