

**COLLEGE OF LIBERAL ARTS
OFF-CAMPUS REQUEST FORM**

Name TX State Plid Phone #

Major Minor TX State GPA Degree

Before granting you permission to take a course or courses off campus during the semester in which you plan to graduate, please be informed that the **Office of Admission** must receive the official transcript from the college or university by 5 p.m. on the Thursday before commencement in order for the grade(s) to be posted to your Texas State transcript in time to meet the graduation deadline. Failure for the transcript to arrive on time will delay your graduation until the next semester. **Note:** An official transcript is required, not a fax of your grades or letter from your professor(s).

It is your responsibility to select courses which transfer to Texas State as direct equivalents to courses you need for graduation. If you need an elective, you must be sure the course that you select is a college-level course and not a technical and vocational course or a pre-college course.

By signing below, you are indicating that you understand and accept the conditions stated above.

Signature Date

Equivalent course and number at TX STATE University/college where you are taking this course

Equivalent course and number at TX STATE University/college where you are taking this course

Graduation date: Fall _____ Spring _____ Summer II _____

The deadline for the Office of Admission to receive your transcript is by 5 p.m. on the Thursday before commencement for the semester checked above.

For office use only

Residency requirement has been met or will be met: Yes _____ No _____ Advisor _____

Signature of Dean or Associate Dean Date