



**SCHOOL OF BUSINESS**

**Transient Permission Form**

Office of the Dean, School of Business  
 Henderson 114  
 1700 College  
 Topeka, KS 66621

Phone: (785) 670-1308  
 Fax: (785) 670-1063  
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**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 \_\_\_\_\_

\_\_\_\_\_  
 Last Name First 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 AACSB-accredited school(s).

\_\_\_\_\_  
 Transient Institution Name, Address, City, State, Zip Code

Course(s) to be taken at transient institution				Washburn University equivalent course(s)				
Course Prefix	Course No.	Course Title	Hrs	Course Prefix	Course No.	Course Title	Hrs	Major/Core or Correlate

Note: Courses that are deemed equivalent to courses offered at Washburn University will transfer as long as pre-approval has been granted. It is the student's responsibility to pay the tuition bill in a timely fashion to the transient school so that at the end of the term the student may request an official transcript be sent directly to Washburn University's admissions office to arrive prior to enrollment for the start of following term.

**IMPORTANT: On the back of this sheet 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's Signature Date

Permission: <input type="checkbox"/> Granted <input type="checkbox"/> Denied	Comments: _____ _____ Associate Dean Signature Date
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