

State System of Higher Education Course Sharing Form for Current PASSHE Students



Part I: To be filled out by student applying to take a course at another PASSHE university.

Are you enrolled at your home campus during the course share semester? Yes No

First Name: _____ Middle: _____ Last Name: _____

University/Local Address: _____ Cell/Day Phone No.: _____

E-mail Address: _____ Date of Birth: _____

Legal/Permanent Address: _____

Legal PA Resident? Yes/County _____ No

Student's Home University: _____ Student ID Number _____

Name of university you wish to take the course: _____

Academic Term: Fall / Spring / Summer Year: _____

Student's Signature: _____ List course(s) below you intend to enroll in through PASSHE course sharing. When complete, email this form to your Advisor or Department Chairperson.

Home University Course Equivalency (Course name and number)	Teaching University Course (Course name and number)	Comments

My signature acknowledges that I have spoken with my advisor or department chair and have determined how this course fulfills my requirements; understand that I will be billed for this course by my home university; and authorize the release of my transcript by the teaching university to my home university. I also understand that the grades will be accepted in full by my home university, be applicable towards my declared program, and will be included in my home university credits, GPA, and residency.

Advisor or Department Chair Acknowledgment

Date

Dean - Institutional Signatory

Date

Part II: The information listed in Part I is accurate and has been verified by the student's home university and the student has been registered for the equivalent course at the home university.

Acknowledged _____
Home University Registrar Signature

Date

Part III: The student has been registered for the course at the teaching university.

Scheduled _____
Teaching University Registrar Signature

Date

Teaching University Registrar: Email a copy of this form to Home University Registrar and student, and notify appropriate staff to provide access to necessary information systems (Email, SIS, D2L)