



**REQUEST FOR EXTERNAL COURSE OF STUDY
(First-professional students only)**

Complete form and submit to the Dean prior to the LTSP registration deadline for the applicable term.

Student Name: _____

Address: _____

Email address: _____ Daytime Phone: _____

Degree Program: _____ Projected Year of Graduation: _____

School offering proposed course: _____

School location (city, state): _____ Is school ATS-accredited? _____

Proposed course (include course number and title): _____

Number of units/credits: _____ Instructor: _____

Course description (can be attached): _____

Term and Academic Year in which course will be taken*: _____

Reason for taking course: _____

*If course is not taken during term indicated, you will need to reapply to take course in another term.

If course is intended to fulfill a particular degree requirement, you must obtain here the approval of an LTSP faculty member who regularly offers a course meeting the same requirement.

I approve the above-named student to take the course indicated above in fulfillment of the following degree requirement: _____

Name of Faculty member (please print): _____

Faculty member's signature: _____ Date: _____

Student's Signature: _____ Date: _____

Decision of Dean

___ Approved; # of LTSP units: _____

___ Not approved

Follow-up required: _____

Dean's signature: _____ Date: _____

Copies to: ___ Student ___ Registrar ___ Academic Advisor

GUIDELINES FOR EXTERNAL STUDY

NOTE: THIS FORM IS ALSO TO BE USED WHEN TAKING ONLINE COURSES

PURPOSE: To encourage students to take advantage of the opportunities available to study and to learn from other experts in theological education.

COURSES: In general, first-professional students are permitted to register elsewhere for elective courses only. Any exceptions to this should be communicated clearly in writing on this form, and the course must be pre-approved by an appropriate LTSP faculty member as fulfilling the applicable requirement.

REGISTRATION PROCEDURES: In the case of **Palmer Seminary**, registration and payment for courses that are **electives at Palmer** are done through LTSP. Registration and payment for courses that are **required at Palmer** are done through Palmer (follow their rules for non-matriculated students). Contact the registrar at Palmer to determine the status of the course in which you are interested.

In the case of **all other seminaries**, registration and payment for both required and elective courses are made at the school offering the course. Contact the registrar at the school to learn the procedures you need to follow.

CERTIFICATION/FOLLOW-UP: When requesting permission to take a course at another institution, you must complete this form as an official request, and the following procedures will then apply:

- (1) Upon the decision of the Dean, notification will be sent both to the student and to the LTSP registrar.
- (2) If external study has been approved, the LTSP registrar will prepare a certification letter that includes your name, verification that you are in good standing in a degree program (MDiv, MAR), and a statement that LTSP approves your taking the course and agrees to accept the credits granted for the completed course work.
- (3) In the case of external course of study, you are responsible to have your official transcript sent by the host institution to the LTSP registrar after you have completed the course and received your grade. The course will be received by transfer if you have earned a grade of C or higher (or "pass" in a pass/fail system). Note that **the grade will be recorded as "credit"** on your LTSP transcript.
- (4) In the case of cross-registration at Palmer, the registrar will issue an official grade sheet to the Palmer registrar, and the final course grade submitted by the instructor will appear on the LTSP transcript.