THE LUTHERAN THEOLOGICAL SEMINARY AT PHILADELPHIA

REQUEST FOR EXTERNAL COURSE OF STUDY

(MDiv and MAR 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 LTSP units (see instructions): _____ 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 NON-LTSP ONLINE COURSES

PURPOSE: To encourage MDiv and MAR students to take advantage of the opportunities available to study and to learn from other experts in theological education. Note that MAPL and Certificate students may not take courses elsewhere for application to their LTSP programs.

COURSES: In general, first theological degree-level 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** and **Gettysburg Seminary**, registration and payment for courses are done through LTSP. Use the LTSP Special Course Registration Form to cross-register these courses. It is recommended that you first contact the registrar at the other school to make sure the course in which you are interested is available.

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

LTSP Units: One LTSP unit is the equivalent of three semester hours. Courses which earn fewer than 3 semester hours of credit will transfer to LTSP as 0.5 unit. A four-semester-hour course will transfer to LTSP as 1.0 unit. However, if a student takes two free electives adding up to six semester hours (e.g., one four-hour course and one two-hour course), the student can be awarded 2.0 units of free elective credit.

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 your 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 ñpassòin 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 or Gettysburg, the host school registrar will report the grade to the LTSP registrar, and the final course grade submitted by the instructor will appear on the LTSP transcript.