



7301 Germantown Avenue, Philadelphia, PA 19119

Office of the Registrar

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ELECTION OF FREE COURSE

Students at the first theological degree level who have earned a minimum of eight course units at LTSP are eligible to take one regularly offered LTSP course at no expense either for continuing education or as an audit (i.e., not for academic credit). Full-time students (taking at least four courses per semester) may take one free course per semester. Students taking at least two courses per semester and at least four per year may take one free course per academic year.

Continuing education students participate fully in the course, completing all assignments and receiving a letter grade according to the same criteria applied to students taking the course for academic credit.

Auditing students are expected to attend class regularly and do the assigned readings. Auditing students do not submit written assignments or receive grades.

Free courses are to be used for personal or professional enrichment, enabling students to broaden their educations or dig deeper into particular areas of study. Free courses may not be applied toward the minimum units required for the degree program, but a free course taken for continuing education may be applied toward a noncredit degree requirement (e.g., global, ecumenical). A free continuing education course may be applied toward a core degree requirement only by waiver and upon consent of an LTSP instructor responsible for the requirement. That is, a student who is deemed to have fulfilled a requirement via a free continuing education course will be required to take an additional free elective to achieve the unit of credit needed for the degree.

A student who completes a free course for continuing education and determines later that the course credit is needed for application to the degree program may do so by notifying the Registrar in writing. Tuition will be assessed for the course at the tuition rate current at the time of the course's recapture toward the degree.

NAME (please print): _____

PROGRAM ___ MDiv ___ MAR ___ MAPL ___ Special/Lutheran Year/Certificate

TERM ___ Fall ___ Spring ___ Summer **ACADEMIC YEAR** _____ . _____

E-MAIL _____ **TELEPHONE** _____

I elect to take the following course ___ for continuing education ___ for audit

Course ID: _____ Brief title: _____

Section #: _____ Instructor(s): _____

___ I am taking this course purely for personal/professional enrichment

___ I have earned at least 8 units in my program and am currently a ___ full-time ___ half-time student.

___ I am taking this course to meet the following noncredit degree requirement(s) (check no more than two) . Applicable only if taking the course for continuing education.

___ Global/Cross-cultural ___ Ecumenical ___ Interfaith ___ Mission/Evangelism

___ I understand that free courses cannot be used to reduce the number of units remaining in my degree program. If I decide at a later date that I need to use this course toward my degree, I will notify the Registrar in writing and pay tuition for the course at the tuition rate in effect at that time.

Signature: _____

Date: _____