

Attach Course Descriptions Here

**Office of the Registrar
EASTERN UNIVERSITY**

APPLICATION FOR PERMISSION TO TAKE COURSE WORK ELSEWHERE

A student must apply for and receive permission before taking courses at another college/university in order to transfer the courses, credits and grades to Eastern University. Approval assures the student that credits and grades earned at other colleges will be calculated into the Eastern grade point average and courses will satisfy desired requirements or electives.

Instructions:

1. Fill out the form below.
2. **Provide the course description(s)** from the other institution by attachment or written on the back of this form.
3. For elective courses and courses on the 100-level in your major, submit the form with course description(s) to the Registrar. *(You may also submit the form electronically at <http://www.eastern.edu/academic/registrar>.)*
4. If the course is above 100-level in your major, submit the form with course description(s) to the chair of your major department. The chair will evaluate the courses you are requesting permission to transfer and forward the form to the Registrar for final action.
5. It is your responsibility to register at the other institution and pay all applicable tuition and fees. When you have completed the approved course(s), complete a transcript request form to have the other institution send your official transcript to the Registrar, Eastern University, 1300 Eagle Road, St. Davids, PA 19087-3696.

Student Name _____ **ID #** _____

Major(s) _____ **Advisor** _____

Current Mailing Address (street) _____

(city, state, zip) _____

Daytime phone (____) _____ **Evening phone** (____) _____

Voice Mail Box # _____ **E-mail Address** _____ **Campus Box #** _____

Reason for Request (check all that apply): Required by language major/ Required by Honors College
 Course not offered at Eastern/ Other college is closer to home/ Time constraints/ Less Cost
 Other (explain): _____

Dates of Course(s) (beginning - ending months / year) _____

Other College/University Name _____
Dept Course # Course Title Credit Hrs

- 1.
- 2.
- 3.
- 4.

<u>Eastern Equivalency</u>
1.
2.
3.
4.
(Office Use Only)

If a course is above 100-level in the student's major, the department must approve below.

Major Dept Chair's Approval _____ Date _____

Registrar's Approval _____ Date _____

Original retained by Registrar. Notification is sent to the student via campus e-mail and noted in the Comments section of the student's degree audit.