

# EASTERN UNIVERSITY

## APPLICATION TO TAKE COURSE WORK ELSEWHERE

### Instructions:

1. Fill in all of the requested information.
2. Take this completed form and a college catalog or course description from the other school to your faculty advisor. He/she will sign and date this form.
3. Then take this form to the Department Chair or Program Director to determine course equivalency. Form will be forwarded to appropriate Dean.
4. From the Dean's Office the form is sent to the Registrar's Office. The student will receive a copy.
5. When you have completed the approved course(s), request that an official transcript be sent to the Office of the Registrar, Eastern University, 1300 Eagle Rd., St. Davids, PA 19087.
6. When the official transcript arrives, the Registrar's Office will post the course credit on your record.
7. **A student must apply for and receive permission before taking course work elsewhere. This form is for Graduate Students Only.**

**Note:** For graduate courses only: grade(s) and credit hour(s) earned will appear on the Eastern University transcript, and the quality points will be calculated into the cumulative grade point average.

Please type or print in INK.

Student Name: \_\_\_\_\_

Student ID#: \_\_\_\_\_

Student Address: \_\_\_\_\_

Major/Program: \_\_\_\_\_

Student Phone #: \_\_\_\_\_

Explain why course(s) must be taken elsewhere.

College/University where course(s) will be taken: \_\_\_\_\_ I will **not** attend Eastern University during the period of \_\_\_\_\_ to \_\_\_\_\_

I will be taking \_\_\_\_\_ hours at Eastern University during this period.

### **Course(s) to be taken:**

Prerequisite Course ☐ Content Course for Certification ☐ Graduate Degree Course ☐

### **Equivalent Eastern University Courses(s):**

<u>Course(s) #</u>	<u>Course Title</u>	<u>Hours</u>
_____	_____	_____
_____	_____	_____

<u>Course(s) #</u>	<u>Course Title</u>	<u>Hours</u>
_____	_____	_____
_____	_____	_____

### **Signatures:**

Faculty Advisor \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Approved ☐ Denied ☐

Dept. Chair/Program Director \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Approved ☐ Denied ☐

Appropriate Dean \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Approved ☐ Denied ☐