



## Application for Permission to Take Course Work Elsewhere

A student **must** apply for and receive permission **before** taking courses at another institution in order to transfer the courses, credits, and grades back to Eastern. Approval assures that credits and grades earned at other institutions will be calculated into the student's Eastern GPA and that the courses will satisfy desired requirements or electives.

### Directions:

1. Fill out the form; do not leave any sections blank.
2. **Provide the course description(s) from the other institution by attaching a printed version of the description or by writing the description on the back of this form.**
3. For courses above the 100-level in your major, submit the form with course description(s) to the chair of your department first. The chair will evaluate your request. After the chair has reviewed the request and noted Eastern equivalency, send the form to the Registrar's Office for final approval.
4. For elective courses, general education requirements, or courses on the 100-level in your major, submit the form with course description(s) directly to the Registrar's Office.
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), request to have an official transcript from the other institution sent to the Registrar's Office.

<b>Name:</b>	<b>Student ID #:</b>
<b>Major:</b>	<b>Advisor:</b>
<b>Email Address:</b>	<b>Reason for request:</b>
<b>Other College/University:</b>	<b>Beginning/Ending Dates of Course(s):</b>

<u>Course Number (ex. BIB101)</u>	<u>Course Title</u>	<u>Credit Hours</u>	<u>Eastern Equivalency</u>
1.			1.
2.			2.
3.			3.
4.			4.
			<i>(Department Chair/Office use only)</i>

Major Department Chair's Approval \_\_\_\_\_ Date \_\_\_\_\_

Registrar's Approval \_\_\_\_\_ Date \_\_\_\_\_