



Eastern Connecticut State University

Registrar's Office

Approval to Take Courses Outside of Eastern

Instructions

Complete course approval form, attach course description(s) and obtain required signatures

Full-time students submit form to Advisement Center for approval if you plan to take LAC/GER and/or elective courses

Part-time students submit form to School of Continuing Education for approval if you plan to take LAC/GER and/or elective courses

Full-time and part-time students submit form to Department Chair if you plan to take courses for your major or minor

Return completed form to the Registrar's Office prior to enrolling for course(s)

Submit official transcript to the Registrar's Office, immediately upon completing the courses(s).

Name: _____		Eastern ID No. _____	
Address: _____			
Street	City	State	Zip Phone Number

Class Year: Freshmen ____ Sophomore ____ Junior ____ Senior ____

Total Number of Credits Earned Toward Graduation _____

Transfer College/University: _____

Semester: Fall ____ Winter ____ Spring ____ Summer ____ Year: 20 ____

<p><i>Please Note:</i></p> <ol style="list-style-type: none"> 1) Grade of "C-" or higher required for transfer. 2) Courses must be taken at an accredited college/university. 3) Juniors and Seniors must take courses at a four-year institution. 4) University policy requires that the final 30 credits of the baccalaureate degree be taken in residence, with 15 credits of the major completed at Eastern. <p>If there is an extenuating circumstance as it relates to items number 3 and 4 above, complete the "Extenuating Circumstance" section of the reverse side of this form and have the waiver section completed by the Academic Advisement Center if you are a full-time student and by the School of Continuing Education if you are a part-time student.</p>
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LAC/GER & Elective Courses (Need Approval from the Advisement Center or the School of Continuing Education)

Course Information from Attending College Subject/Number/Title	Planned Use LAC/GER (specify area) or Elective

Student's Signature

Date

AAC/SCE Signature

Date

Major & Minor Courses (Need Approval from the Department Chairperson)

Course Information from Attending College Subject/Number/Title	Planned Use Major or Minor (specify equivalency)

Student's Signature

Date

Department Chairperson's Signature

Date

