Request to Take Courses at Another Institution

Instructions: Complete this form, attach course description(s), and obtain required signatures:

- For Major/Minor courses: Submit form to appropriate Department Chair for review and then submit signed form to the Registrar's Office, registrar@easternct.edu, for processing.
- For LAC/Elective courses: Submit to the Registrar's Office, registrar@easternct.edu, for review and processing. *A Course Description from the outside institution MUST be provided with this completed form.*

Important notes:

*Not required if submitted via Eastern Email Account

- Requests must be submitted and approved <u>prior</u> to enrolling in course(s).
- Courses must be taken for credit and a grade of "C-"or higher is required for transfer.
- Courses must be taken at a regionally accredited college/university.
- Submit official transcript to the Registrar's Office immediately upon completing the courses(s).

Legal Name:		Eastern ID #:			
Address:					
Street		City		State	Zip
Phone:	Major: _				
Transfer Institution: _					_
Class: First Year So	ophomore Junior	Senior Total Credits Earned to Date:			
Semester: Fall W	inter Spring	Summer	Year:		
Course Information at Attending College	Requirement at Eastern	Specific Course or LAC area at Eastern		Required Signature (if approved)	
Subject/Course # (i.e. MAT 123) *Must attach course description	Please check one	Specific course equivalency (i.e. ENG 100, BUS 1xx) Or specific LAC area (i.e. T1H, T2IT)		Department Chair Signature Required if course is for major/minor Registrar or Designee Signature Required for LAC/Electives	
	□LAC □Major □Minor □Elective		. ,		
	□LAC □Major □Minor □Elective				
	□LAC □Major □Minor □Elective				
Student's Signature				Date	

Extenuating Circumstances

If you are a Junior or Senior requesting course(s) at a 2-year institution (Community College):

Please provide in detail the reason(s) why you are requesting to take the listed course(s) at a community college after the completion of 60 credits.

Do Not Write Below This Line

Waiver Approvals For Office Use Only							
Four-Year Institutional Waiver:							
Approved	Not Approved	Pending					
Comments:							
Signature:	Date: _						