



Lancaster Theological Seminary

External or On-line Study Request Form

If you wish to have a record of this transaction, please print a copy for your files.

Today's Date:

Student Name:	Program:
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Matriculating LTS students who wish to register for a traditional or On-line course offered by another ATS-accredited institution or for an On-line course offered by LTS must request authorization prior to pursuing the course. The following parameters apply:

- No more than one-third of the credits needed to earn the LTS degree may be taken through another institution and/or on-line study.
- Students must consult with their advisors for approval to request on-line study.
- A syllabus must be submitted with a request for on-line study offered through an institution other than LTS.
- In addition to regular tuition and fees, an administrative fee is charged for each on-line course undertaken through LTS.
- If on-line study is undertaken at another institution, the student must apply and be accepted at the other institution for participation;
- payment of all tuition and fees to that institution is the responsibility of the student.
- The policies, procedures and deadlines for dropping an on-line course are the same as for regularly-scheduled courses. See the *Student Handbook* for clarification.

Course Number:	Course Title:
Institution offering the course:	Beginning and End Dates of the course:
NOTE: A syllabus must be attached for a course offered by an ATS-accredited institution other than LTS. Upon completion of the course, the student must request an official transcript to be sent to the LTS Registrar for transfer of credits.	
This course is <input type="checkbox"/> traditional course <input type="checkbox"/> on-line course <input type="checkbox"/> combination of on-line and traditional	
If this course is to meet an LTS requirement, please indicate the requirement:	
State the reason(s) you are requesting approval for this course:	

Approval of Advisor:

Print Name of Student's Advisor:	Signature of Advisor: 
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Submit completed and signed form to the Vice President of Academic Affairs and Dean of the Seminary

FOR OFFICE USE:

On-line Study is <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
Signature of Vice President of Academic Affairs and Dean of the Seminary: _____ Date _____