



Date Request Received:

Request permission to take an EXTERNAL COURSE

Students requesting external course credit are required to provide a course syllabus and a link to the school's website for consideration by the Registrar and the Academic Dean. Once an external course is completed, an official transcript is required from the other institution. The student must request the official transcript to be sent to Heritage, attention the Registrar. The student must achieve a "C" or above in the external course in order for credit to be awarded. Students are not permitted to take an external course in their final term before graduation, if their final term is a winter term (occurring before the April graduation ceremony).

Section One: to be completed by the student			
Name:			
Student Number:		Phone Number:	
E-mail:			
I am requesting to take :	<i>(course name)</i>		
From:	<i>(name of other school)</i>		
Number of Credit Hours (as listed at external institution):		Attach the course syllabus to this form:	<input type="checkbox"/> Course syllabus is attached
Term and Year of the Course:			
Link to course description or institution website:			
Is a Letter of Permission required to be sent to the other school? <i>(If Yes, please provide an address and/or Registrar's email address)</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO		
	Address:		
	Registrar's email address:		
State your reason for taking this course externally:			
I would like this course to be substituted in my program as:			
Student Signature:			
<i>Note: we advise that you do not register and pay for the external course until the course has been approved for credit transfer.</i>			

Section Two: OFFICE USE ONLY			
STEP ONE: Reviewed by the Registrar (Signature):		Date:	
STEP TWO: Approved by the Faculty Advisor (Signature):		Date:	
STEP THREE: Approved by the Academic Dean (Signature):		Date:	
Registrar's Office tracking:	<input type="checkbox"/> Notify student of approval _____ <input type="checkbox"/> LOP Sent: _____		For the Registrar when course completed: <input type="checkbox"/> Official Transcript Received <input type="checkbox"/> Credit applied on myHeritage Date: _____