PH.D. HISTORICAL & THEOLOGICAL STUDIES
REQUEST FOR EXTERNAL COURSE

Students in the PhD Historical & Theological Studies degree program are required to take two doctoral level courses at another accredited institution. These courses must be approved by their advisor. External courses will be noted as EXTL 1 and EXTL 2 with a grade of “P” on the student’s transcript. Only courses in which a grade of B or above was received will normally be considered.

To request approval for an external course:

- Submit this form and a copy of the course ID and description from the institution’s catalog.
- On completion of the course, please have the institution send an official transcript directly to the Registrar’s Office.

STUDENT REQUEST:

Student’s Name: (Last) __________________ (First) _________________________________
Student’s ID: ___________________________ Date: __________________

Focus (check one):

☐ Apologetics  ☐ Church History  ☐ Systematic Theology

Semester/Term of Course ___________________________ Year: __________________
Institution’s Name: ______________________________________________________
Course Number: _________________ Course Title: _____________________________
Teaching Professor’s Name: _______________________________________________
Description of Course: ___________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
Advisor’s Signature: ___________________________ Date: __________________
Student’s Signature: ___________________________ Date: __________________

------------------------------------------ Below for office use only ------------------------------------------
Official Transcript Received: Yes: _____ No: _____ Date received: ______________
Final Grade is B or above: Yes: ___ No: ___ Date noted on student’s transcript: ___________