



<b>Registrar Office Use Only:</b> Form rec'd: _____ Processed date: _____ Init.: _____ Registrar signature & date: _____ _____
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**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: \_\_\_\_\_