



LETTER OF PERMISSION

THIS REQUEST TO STUDY OFF CAMPUS MUST BE ACCOMPANIED BY A DETAILED COURSE DESCRIPTION FOR EACH COURSE INCLUDED BELOW WITH THE EXCEPTION OF COURSES OFFERED IN ASSOCIATION WITH SAINT MARY'S UNIVERSITY AS LISTED IN AST'S ACADEMIC CALENDAR. SEE PAGE 2 OF THIS FORM FOR AST'S EXTERNAL COURSE POLICY.

THIS FORM DOES NOT GUARANTEE ADMISSION TO THE HOST UNIVERSITY. YOU MUST COMPLY WITH THE APPLICATION/REGISTRATION PROCESS OF THAT INSTITUTION.

 Surname Given Name(s) AST Student Number

 Mailing Address

 City/Town Province/State/Country Postal Code

 Telephone Date of Birth (YYYY-MM-DD)

 Degree Program at AST Expected Year of Graduation

 Host Institution College/Campus (if applicable)

Prior Registration at Host institution Yes No If yes, when? _____

Session Applied for: Year 20 ____ /20 ____

Courses Applied For:

| | | | | |
|----|---------------|--------------|--------------|----------------|
| 1. | _____ | _____ | _____ | _____ |
| | Course Number | Course Title | Credit Value | AST Equivalent |
| 2. | _____ | _____ | _____ | _____ |
| | Course Number | Course Title | Credit Value | AST Equivalent |
| 3. | _____ | _____ | _____ | _____ |
| | Course Number | Course Title | Credit Value | AST Equivalent |

RESPONSIBILITY FOR TUITION FEES AND RELATED EXPENSES FOR THE ABOVE COURSE(S) IS THE STUDENT'S. AST WILL NOT BE RESPONSIBLE FOR THESE PAYMENTS.

IN ACCEPTING THIS LETTER OF PERMISSION, THE STUDENT UNDERSTANDS THAT THE MARKS FOR THE ABOVE COURSE(S) WILL BE ADDED TO HIS/HER AST UNIVERSITY RECORD.

 Student's Signature Date (YYYY-MM-DD)

FOR REGISTRAR'S OFFICE USE ONLY

Received and reviewed by the Registrar on _____ Approval Granted: Yes No
 Signature Date

Reviewed by Faculty Advisor: _____
 Signature Date

Reviewed by subject-area Faculty: _____
 Signature Date

Registrar's Comments: _____

Atlantic School of Theology
External Course Policy
(Approved November 18, 1987)

Permission must be granted to take courses outside the School for credit at the School. Permission will be granted only for courses offered at the Master's level or equivalent. There are limits to the number of external courses which can be counted towards an AST degree.

- (1) In order to take a course outside the School for credit at AST, a student must be registered in an academic program at the School.
- (2) Permission to take a course outside of the School must be granted before the course begins.
- (3) Permission is granted by the Registrar in consultation with the Director of the program in which the student is registered.
- (4) Permission will normally take the form of a 'Letter of Permission', or a notation in the student's record that permission is granted to take an external course for credit at AST.
- (5) Permission will be granted only for courses offered at the master's level (or higher), or if an undergraduate course, after receipt of a written statement from the instructor that the student will be set work and evaluated at the master's level of study.
- (6) Permission will be granted only for courses offered at theological schools accredited by the Association of Theological Schools, or at recognized universities and colleges.
- (7) The maximum number of external credits which can be taken for credit at AST varies with circumstances.
 - (a) For students with reasonable access to AST, the maximum number of external credits which can be taken for credit at AST is 20 percent of the credits required for the degree program in which the student is enrolled.
 - (b) For students without reasonable access to AST, or for students who wish to complete work at another accredited theological school, the maximum number of external credits which can be taken for credit at AST is 33 1/3 percent of the credits required for the degree program in which the student is enrolled.