

REQUEST OF EXTERNAL STUDY

I. D. NUMBER: _____ CLAS _____

INSTRUCTIONS: Credit for external course will not be granted for approval. With the assistance of your advisor, please supply the requested information below using the academic catalogs of both the external institution and Claflin University. Be sure to indicate if you have failed the listed course. If you were suspended from Claflin University due to unsatisfactory poor academic performance prior to the effective date below, permission to enroll in a course will not be granted. Please return the form to the Office of the Provost.

Student's Name: (Printed): _____ Sign _____ Date: _____

Classification: _____ Major: _____ School: _____

Address: _____

Home Address: _____

Other College/University _____ Address _____

Effective Date: From: _____ to: _____

External Study (Other School) _____ Claflin Equivalent _____ Claflin University Reference
University, Dept. & No. Hours _____ Time, Dept. & No. Hours _____ Hours, Date and Page

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

NOTE: Please note if the credit awarded for the course selected is _____ semester hours or quarter hours.

Approved: _____ (Advisor) _____ Date _____

Approved: _____ (Department Chair) _____ Date _____

Approved: _____ (Dean) _____ Date _____

CLARK COUNTY
UNIVERSITY

Only co
program
ore, m
ile is o

Student
Student

Major:

Cours
Cours

Re
Require
Require
Prefix/Nu

Rati

Att
onal

ach a
n the

1. No g
2. The

Coor
d

Stud
e

App

Appra

Approved

Approved

Approved

proved

App

proved

App

oved Ac

entifie
dual
profe
cable

ation

Re

stituti

quire

le(s)

on:

on:

on:

on:

on:

on:

on:

on:

on:

on:

on:

on:

on:

on:

on:

on:

on:

eg
e cat

atic
rk on ma
norm

d N

lame

d t

Name

d t

Name

d t

Name

d t

Name

n

Unive

on

on

on

on

on

on

on

on

on

on

on

on

on

on

on

on

on

COURSE S

ivers
TITU

2
0

0.06
EX

IP TIC

S

Responsible Administrator: [Name]
Responsible Office: Office of the
Originally Issued: April 2019
Revision Date:
Authority: Office of the President

the
vost a

nic (C
Enrol

ce
nt Ma

ge

ent

Policy Statement
It is the policy of Clifflin University
from prescribed courses in a curriculum.

ensur
n.

aten

of sub

tut

n of or exer

Statement of Purpose
The purpose of this policy is to
exemptions.

the Uni
JT

oces

r cour

su

tutions and or

Applicability
This policy applies to all students

afflin C
nd

PROCEDURES

Under exceptional circumstances
curriculum may be permitted. In
necessary to substitute one course
based on the student completing a
previously taken course be substituted
The course substitution is at the
originate. Approval of course substitution
This type of exemption requires

stitution
ng gra
nothe
er cou
a pro
ion of
tion a
omiss

npti
reme
his t
the
e cou
nt cl
lent
urse

from p
it ma
xemp
gram
or a g
ard d
its of
stitut

sc
son
n e
ui
era
n d
e s
n/

ed courses in a
times be
a required c
nents. A cou
education co
which the co
stituted cou
iver Form.

A student may be granted an exemption
only when the Department offers a
credential, or other experience and
discretion of a department chair or
of the Course Substitution/Waiver

from
course
ng the
an. Th
orm.

course
has i
eme
empt

from
tified
The co
requir

ro
of
se
th

um requirement
course,
iver is at th
submission

Effective April 16, 2019

tion
ac
r
rs
og
ft
wa
ic

1
se
e
is