

Name: _____ Student #: _____

Email: _____ Phone: _____

Address: _____

Program: _____ Program Director: _____

Host Institution: _____

Host Institution Course Details			
Please attach syllabi for all courses			
Course Code	Course Title	Credit Hours	ACTS Equivalent (Office Use Only)

Note:

Permission may be granted for you to enroll in the courses indicated above, subject to the approval of the host institution and the following:

- **Upon completion of the course you must order an Official transcript to be sent to the Office of the Registrar for your credit to be finalized.** In order for a transcript to be considered official it MUST come directly from the host institution to TWU.
- Transfer Credit will only be granted upon completion of the course with a grade of B or higher for each course, unless otherwise specified.
- If you substitute or change enrolment in any of the above courses, you must contact the Registrar in writing.
- You can attend another institution concurrently with attendance at ACTS. The combined course load must remain within ACTS course load limits.
- Grades earned at other institutions will not be calculated into the ACTS GPA.

Student Signature: _____ Date: _____

Office Use Only	
Received by: _____	Date: _____
Approved by: _____	Date: _____