

Request to Take Extra Course of Study Classes

If a Local Pastor in the Course of Study program wishes to take more than four (4) courses in one calendar year, you must obtain written approval from: The DS, LPR, and from the Director of the Regional School. All written approvals should be submitted along with your course registration form. Effective January 1, 2017, if a student enrolls in more than four (4) courses per calendar year without receiving ALL approvals listed above, any courses taken over four (4) will not be recognized on your transcript and will not be counted towards completion of the Basic Course of Study.

Should you have any questions about the approval process, please contact Jennifer Smith at jennifer.smith@spst.edu

Student Name _____

Phone No _____ Email _____

Annual Conference _____ District _____

How many Course of Study classes would you like to take this year:

- Number of classes and what year _____

- What terms / semesters: _____

- List course numbers you have or will take within the stated calendar year:

- Reason for wanting to more classes than required within the year:

Approvals

Please have your DS and Conference LPR sign below to show their approval of your taking additional courses

District Superintendent (please print) _____

Phone No _____ Email _____

DS Signature _____ Date _____

Local Pastor Registrar (please print) _____

Phone No _____ Email _____

LPR Signature _____ Date _____

Once signed by your DS and LPR, please email signed form (or mail) Jennifer Smith–COS Admin/Registrar jennifer.smith@spst.edu

COS Director Signature _____ Date _____

Dr. Lucas Endicott

Regional Director of Course of Study School at Saint Paul School of Theology