

# PROCESS OF APPROVAL – CU ELECTIVE EXTERNAL TO DEPT OF HEALTH SCIENCE

Be sure you meet the prerequisites for the course, and that the course is not restricted (i.e. you may need to inquire with the program administrator).

Contact the course instructor to introduce yourself and to ask permission to register in the course. At this time you may also ask for the course syllabus (which you will need for approval on our end),

Complete the “External to department elective approval form”. Email the completed form, and course syllabus, to HSTP Coordinator for approval, and cc the Graduate Administrator.

If approved, the HSTP Coordinator will sign off on the form & the Graduate Administrator will add the form to your file.

Register for the course via Carleton Central. \*You may require an override request, in which case it’s best to contact the program administrator.