



MOREHOUSE COLLEGE

Office of Records & Registration - 830 Westview Drive SW, Atlanta, Georgia 30314 Phone: (844) 512-6672 email: records@morehouse.edu

OFF-CAMPUS APPROVAL FORM

For which term: (check one) FALL SPRING SUMMER

2016 2017 2018 2019 2020

MCID# _____ Student's Name: _____
(Morehouse College ID Number – NO SSN#s) (First Name, Middle Initial, Last Name)

Telephone Number: _____ Valid Email Address: _____
(REQUIRED)

Major: _____ Classification: (check one) FR SO JR SR Transfer

GUIDELINES (Please Read Carefully)

- The Off-Campus Approval Form MUST be completed with all required signatures BEFORE you enroll at the host institution.
- Student's who enroll in courses at another institution without prior approval WILL NOT receive academic credit even if an official transcript from the host institution is presented thereafter.
- Nine (9) hour maximum per summer term.
- Repeat courses may be taken at another college during the summer (with approval) however; they will not count towards GPA calculation.
- Departmental approval must correspond with the equivalent department where the course is taught at Morehouse College. Your major department chair should not approve equivalencies outside of his/her area.
- Once departmental equivalencies have been obtained and approved, the Major Department Chairperson must sign the off-campus approval form as final academic authority.
- **Pay the appropriate processing fee to the Cashier's Office. (A receipt must accompany this form – please upload)**
- The Office of Records & Registration will determine eligibility based on academic standing and total transfer hours.

Host Institution/State	Course Number and Course Title to be taken at Host Institution	Course Credit Hours	Morehouse College Equivalent Course Number and Title	Approval and Signature of corresponding Dept. Chairperson

Major Department Chair Approval

Signature: _____ Date: _____
(REQUIRED)

Office of Records & Registration Approval (all guidelines verified)

AR Signature: _____ Date: _____

Please submit an official college transcript from the host institution upon completion of the aforementioned course(s) to:

Morehouse College
Attn: Office Of Records & Registration
Gloster Hall 106
830 Westview Drive SW
Atlanta, Georgia 30314