



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