OFF-CAMPUS APPROVAL FORM

For which term: (check one) ☐ FALL ☐ SPRING ☐ SUMMER
☐ 2010 ☐ 2011 ☐ 2012 ☐ 2013 ☐ 2014

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)

- Nine (9) hour maximum per summer term.
- Repeat courses may be taken at another college during the summer however; they will not count towards GPA calculation.
- Courses **MAY NOT** be taken at a two-year or community college.
- 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)
- The Office of Records & Registration will determine eligibility based on academic standing and total transfer and previous summer school hours (if applicable).

<table>
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<tr>
<th>Host Institution/State</th>
<th>Course Number and Course Title to be taken at Host Institution</th>
<th>Morehouse College Equivalent Course Number and Course Title</th>
<th>Approval and Signature of corresponding Dept. Chairperson</th>
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☐ Major Department Chair Approval

Signature: ___________________________ Date: ___________________________
(REQUIRED)

☐ Divisional Dean Approval (*Business & Economics Major’s Only*)

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