



# MOREHOUSE COLLEGE

Office of Records & Registration - 830 Westview Drive SW, Atlanta, Georgia 30314 Phone: (404) 681-6504 email: [records@morehouse.edu](mailto:records@morehouse.edu)

## OFF-CAMPUS APPROVAL FORM

For which term: (check one)  FALL  SPRING  SUMMER

2008  2009  2010  2011  2012

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

- 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.
- A \$15 processing fee must be paid 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).

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

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