



# MOREHOUSE COLLEGE

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

## OFF-CAMPUS APPROVAL FORM

For which term and year: (check one)  FALL  SPRING  SUMMER

2020  2021  2022  2023  2024

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

Telephone Number: \_\_\_\_\_ Morehouse Email: \_\_\_\_\_  
(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.
- 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 Academic Program Director (APD) should not approve equivalencies outside of his/her area.
- Once departmental equivalencies have been obtained and approved, the major Academic Program Director 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)**
- **Must earn a "C" or better to be considered and transferred back to home institution.**
- The Office of Records & Registration will determine eligibility based on academic standing and total transfer hours.

Host Institution/ State <small>(Completed by Student)</small>	Course No. and Course Title to be taken at Host Institution <small>(Completed by Student)</small>	Course Credit Hours <small>(Completed by Student)</small>	MC Equivalent Course & Title <small>(Completed by APD)</small>	Approval and Signature of corresponding APD

Student is currently in good academic standing.

Student is currently not in good academic standing

Major Academic Program Director Approval

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(REQUIRED)

Office of Records & Registration Approval

AR Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(All guidelines verified)

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

**(Form must accompany official transcript from host institution.)**