



Off-Campus Course Approval Form

COURSE DESCRIPTIONS MAY BE REQUESTED

Please print:

Date: _____

Name: _____ ID #: _____

Address: _____ City, State, ZIP : _____

Email: _____ Telephone: _____

Major: _____ Advisor _____ Anticipated Grad Date: _____

Requirements

- All off-campus courses must receive the prior written approval of the Department Chair and the Registrar.
- Courses must be taken at appropriately accredited institutions. A grade of C is required for transfer back to MMU. Transfer courses cannot be used to replace unsatisfactory grades at MMU.
- Off-campus course permissions are not given for the last 32 credits of the Baccalaureate degree in compliance with the residency requirements.
- **Official transcripts must be mailed directly to and be on file in the Registrar's Office by October 1 for summer classes, February 1 for fall classes, March 1 for winterim classes and July 1 for spring classes.**

Term enrolling (circle one) Fall Winterim Spring Summer

College/University where taken: _____

Course Number and Title: _____

Anticipated completion date: _____ Credits: _____ Taken for (circle one) Elective Major Core

Reason for taking course off-campus: _____

Course Number and Title: _____

Anticipated completion date: _____ Credits: _____ Taken for (circle one) Elective Major Core

Reason for taking course off-campus: _____

Course Number and Title: _____

Anticipated completion date: _____ Credits: _____ Taken for (circle one) Elective Major Core

Reason for taking course off-campus: _____

Signatures

Student _____

Department Chair of Student's Major _____

Registrar _____

For office use only:
