### UNDERGRADUATE OFF-CAMPUS COURSE APPROVAL

Office of the Registrar, 3800 Victory Parkway, Cincinnati OH 45207, phone 513 745-3941, FAX 513 745-2969

<table>
<thead>
<tr>
<th>Student I.D. Number</th>
<th>Last Name</th>
<th>First</th>
<th>Middle</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Address</td>
<td>City</td>
<td>State</td>
<td>Zip+4</td>
</tr>
</tbody>
</table>

**Student Status:** (circle one)  Freshman  Sophomore  Junior  Senior

The student is:  

- [ ] in good academic standing
- [ ] on academic probation

at Xavier University and is authorized to register for the following course(s) at:

| Name of Institution | Address of Institution |

**Catalog Number**  **Title of Course**  **Credit Hours**  **Sem. or Qtr.**  **Xavier Equivalent Course Number**  **Approver’s Initials**  **Add this course to Transfer Credit Evaluation Database**

A grade of “C” or better is required to accept transfer work. A maximum of 15 credit hours may be taken at other institutions and applied toward a degree **after** a student has matriculated at Xavier University.

<table>
<thead>
<tr>
<th>College:</th>
<th>Term:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts &amp; Sciences</td>
<td>Fall</td>
</tr>
<tr>
<td>Williams College of Business</td>
<td>Spring</td>
</tr>
<tr>
<td>Social Sciences, Health &amp; Education</td>
<td>Summer</td>
</tr>
</tbody>
</table>

**College:**  |  **Term:**  |  **Year:**  |  **Sem. or Qtr.:**  |  **Credit Hours:**  |  **Title of Course:**  |  **Catalog Number:**  |  **Xavier Equivalent Course Number:**  |  **Approver’s Initials:**  |  **Add this course to Transfer Credit Evaluation Database:**

**NOTE:** Upon completion of the course(s), the student must have an official transcript sent to:

Xavier University  
Office of the Registrar  
3800 Victory Parkway  
Cincinnati OH 45207

**Student’s Signature**  
**Date**

**Advisor’s Signature**  
**Date**

**Signature of Student’s Dean**  
**Date**

**rev. 3/28/2013**