

Undergraduate Off-Campus Course Approval Form

STUDENTS - Complete the top section and ask department chairs to determine equivalencies. Then take the form to your advisor and your dean for approval. Your dean's office will submit the form to the Office of the Registrar where it will remain on file until you provide an official transcript after your course is graded. You will receive an email when this form is received in the Office of the Registrar and another when the credit is added to your Xavier record.

Student ID Number	Last Name	First Name	MI	Email address
Phone Number	Street Address	City	State	Zip Code
Name of Institution		<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="text-align: center; margin: 0;">CHECK XU COLLEGE</p> <p>A&S <input type="checkbox"/></p> <p>WCB <input type="checkbox"/></p> <p>CPS <input type="checkbox"/></p> <p>CN <input type="checkbox"/></p> </div> <div style="width: 45%;"> <p style="text-align: center; margin: 0;">CHECK TERM AND SPECIFY YEAR</p> <p>FALL <input type="checkbox"/> YEAR _____</p> <p>SPRING <input type="checkbox"/> YEAR _____</p> <p>SUMMER <input type="checkbox"/> YEAR _____</p> </div> </div>		
Address of Institution				
City	State			
<p style="text-align: center; margin: 0;">CHECK STUDENT STATUS</p> <p>FRESHMAN <input type="checkbox"/> SOPHOMORE <input type="checkbox"/> JUNIOR <input type="checkbox"/> SENIOR <input type="checkbox"/></p>				

List courses & attach course description.		Chairs, please list XU equivalency & initial.			Check to add to
DEPT / NUMBER	COURSE TITLE / CREDIT HOUR	XU DEPT/ #	COURSE TITLE	INITIALS	Transfer Database

I understand that a grade of "C" or better is required for Xavier University 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. The last 30 semester hours must be completed at Xavier University. I understand that I must have an official transcript sent to Xavier University after completion of the course. Electronic transcripts should be sent to **XUReg@xavier.edu**. Paper transcripts should be mailed to the address above.

 Student Signature _____
Date

XAVIER UNIVERSITY SECTION

The student is: in good academic standing
 on academic probation

at Xavier University and is authorized to register for the courses listed above.

 Signature of Student's Advisor _____
Date

 Signature of Student's Dean _____
Date