

APPROVAL TO TAKE OFF-CAMPUS COURSES FORM

This part is to be filled by the student and verified by the Academic Advisor and all signatures are secured before the beginning of the semester in which the student intends to take the off-campus courses. The student must submit the official transcripts to the Registrar's Office upon completion of the approved coursework. Please refer to the *RHU Students Taking Courses Elsewhere* section of the undergraduate catalog for applicable rules.

Student's Name		ID Number	
College		Department / Major	
Academic Advisor		Semester/Year	
Total Earned Credits		Current Semester Credits	
Academic Status	Clear Probations []	Critical Academic Standing	
Cumulative Average		Last Semester Average	
Reasons to take the off-campus courses			
Institution:			
Year/Semester:			
Courses requesting approval of		RHU Equivalent courses	
Code & Number	Course Title	Code & Number	Course Title
Signature		Date	

Recommendation of the Academic Advisor	Approve	Do Not Approve
Justification		
Signature		Date

Recommendation of the Department Chairperson	Approve	Do Not Approve
Justification		
Signature		Date

Decision of the College Council	Approve	Do Not Approve
Justification		
Signature		Date

Cc: Registrar's Office.