



REQUEST TO ENROLL IN OFF-CAMPUS COURSE

1. *Students should always contact their advisor when considering taking an off-campus course. (Course cannot be completed off campus if it was previously attempted at CBU, including a withdrawal.)*
2. *Student is to complete the top of the form, including the information for the external institution. A separate form is required for every course. CBU students who have attained junior status (60 or more credit hours) may request to take courses only at four-year regionally accredited colleges and universities, or through CBU-approved study abroad program.*
3. *Attach a copy of the course description from the other college's school catalog including school URL. A copy of the school's course schedule that includes the course dates and course format must also be attached to the request.*
4. *Obtain CBU course equivalency and signature from the Chairperson of the CBU department offering the course.*
5. *Submit form to Chairperson of your major. Chairperson will forward to appropriate personnel for review.*
6. *You will receive notification from the Registrar's Office by CBU email whether your request is approved or denied.*
7. *Do not take the off-campus course until you receive email approval!*
8. ***If you are requesting to take an off-campus course and you are currently enrolled in the prerequisite, you must pass the prerequisite in order to be approved to take the requested course. If you do not pass the prerequisite, your permission to take the off-campus course will be revoked.***
9. ***The CBU faculty member approving the request has the right to request the testing mode for the requested course.***
10. *Once you have completed the class, request an OFFICIAL transcript from the other college showing completed coursework. Only courses with grades of "C" or better are transferable for credit. Only credit is transferred (not grades or quality points) and hours will count toward HOPE scholarship benchmark. CBU must receive this transcript no later than TWO MONTHS after completion of the course work.*

Name: _____ ID#: 899 _____ CBU Email: _____@cbu.edu

Major: _____ Academic Advisor: _____

Have you filed an "Intent to Graduate Application?" Yes No Anticipated date of graduation (Term & Year)? : _____

I request permission to take the following course off campus at (**must be a regionally accredited institution**):

External School Name: _____ Location (City, State) _____ Website Address: _____

Community College Four-Year Institution Regionally Accredited Format: Online On Site

Term: Summer Fall Spring Year: _____ Course Dates: _____ Prerequisite(s) Satisfied: Yes No

Is the student currently enrolled in any prerequisites? If so, specify currently enrolled prerequisites: _____

External Dept. Prefix / #:	External Course Title:	Credit Hours:	Explanation for Off-Campus Request:

I understand that I must meet all graduation and enrollment requirements as published in the Christian Brothers University catalog in order to graduate. I have not previously attempted the equivalent course at CBU.

Student's Signature: _____ Date: _____

FOR FACULTY / STAFF USE ONLY

TO BE COMPLETED BY DEPARTMENT CHAIR FOR COURSE BEING TAKEN OFF-CAMPUS (Please state exact CBU equivalency. If there is no equivalency, please list the departmental prefix, and "Elective" for course title)

Dept. Prefix/#	Course Title	Credit Hours

	Signatures	Date	Circle One
Department Chair for Course Being Taken			Recommend Deny
Department Chair of Student's Major			Recommend Deny
Dean of Student's School			Recommend Deny
Associate Registrar			Recommend Deny