



Campbellsville University - Office of Student Records
Request for Approval: Visiting Student or Correspondence Course

Student's Full Name

CU ID #

Birth Month / Day

Instructions to Student: Complete the top portion of this form. Take it to your advisor for approval. Bring the signed form to the Office of Student Records with course description attached. If approved, a letter will be sent to the school indicated granting approval for you to attend as a visiting student or to take a correspondence course. Use a separate form for each school you will visit or correspond with.

EFFECTIVE FEBRUARY 1, 2009 - YOU MUST ATTACH AN OFFICIAL DESCRIPTION OF THE COURSE YOU INTEND TO TAKE AT THE OTHER INSTITUTION. YOUR REQUEST WILL NOT BE PROCESSED WITHOUT THIS INFORMATION. (Course descriptions are available on college and university websites.)

Home Address

Campus or Local Phone Number

City, State, Zip

Campbellsville University Post Office Box Number

Major or Area

Emphasis (for Area)

Minor or 2nd Major

2nd Minor

COURSE INFORMATION

College or University where course will be taken

City & State

Identify the course you wish to take at the school named above: [radio] Visiting Student [radio] Correspondence

Table with 6 columns: Discipline, Number, Title, Term, Hours, Repeat

Identify the Campbellsville University equivalent course here:

Table with 6 columns: Discipline, Number, Title, Term, Hours, Repeat

By submitting this request, I indicate my understanding of Campbellsville University's policies regarding visiting student status and/or correspondence courses. I further acknowledge my responsibility to provide, in a timely manner, the Office of Student Records with an official copy of my transcript from the institution named above. I also understand that I may be required to submit a substitution form if courses are not equivalent.

Student Signature

Date

ADMINISTRATIVE USE

Academic Advisor's Recommendation

[radio] Approved [radio] Denied

Signature

Date

Comments:

OSR Director's Recommendation

[radio] Approved [radio] Denied

Signature

Date

Comments:

Academic Dean's Recommendation (if needed)

[radio] Approved [radio] Denied

Signature

Date

Comments: