

Course Approval Form

Name _____ ID _____ Box # _____ Telephone _____

Major 1 _____ Major 2 _____ Minor 1 _____ Minor 2 _____

Program Name _____ Term(s) Fall _____ Spring _____ Summer _____

Advisor's Name(s) _____ (Please Print)

For additional Courses, please use a second form.

Existing Course Approval *(Courses listed on the Course Equivalency Check Sheet)*

Host Institution Course No.	Host Institution Course Title	Sem. Hrs.	Specific Etown Course to be Met (Course Code)	Major/Minor/Core/Elective Requirement to be Met (i.e.: Major elective, WCH, NW, Free Elective)	Notice of Approval (Intl Programs)

New Course Approval *(Courses NOT listed on the Course Equivalency Check Sheet)* **Attach Course Descriptions**

Host Institution Course No.	Host Institution Course Title	Sem. Hrs.	Specific Etown Course to be Met (Course Code)	Major/Minor/Core/Elective Requirement to be Met (i.e.: Major elective, WCH, NW, Free Elective)	Notice of Approval (Intl Programs)

Student Agreement: I have worked out the plan of study in detail for my off-campus term with my academic advisor. I have **read and understand the instruction and policies on the reverse side of this form.**

Student's Signature _____

Date _____

Advisor(s) Signature _____

Date _____

Study Abroad Advisor's Signature _____

Date _____

Distribution: Student, Advisor(s), Registrar

Registrar Approval Initials: _____ Date: _____
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Elizabethtown College
Instructions for Off Campus Study Course Approval

All courses taken off campus must be pre-approved for transfer back to Elizabethtown College. This form has been designed to help you and your advisor plan your course of study for your semester abroad. Please list at least five (5) of the courses that you wish to take on the reverse side of this sheet. The following steps should be taken when completing this form. *If courses listed on this form are not available at your host location upon arrival, send an email to bahnm@etown.edu. Marcie Bahn will work with you and your advisors via email to have courses approved.*

1. Meet with your major/minor advisor(s)

- **Items to Take Along:** Study Abroad Off-Campus Approval form, Course Equivalency spreadsheet, major/minor/core check sheets, Catalog
- **Issues to Discuss:** Location(s) where you'll be studying and when; courses you would like to take while abroad (requirements to fulfill), courses you will take when you return and thereafter
- **Registration for the Semester You'll be Off Campus:** Although you will not actually select courses abroad until you arrive on site, you still need to hold an advising meeting with your major advisor. Your advisor will need to release the "Advising Hold" on your account, so I may register you for the study abroad program. IF:
a. you've not received your official acceptance letter for the program; b. you are traveling to Spain or another country where it is difficult to acquire a visa; c. there is a personal possibility that you will not be attending the program, you may register for courses as though you'll stay on campus. See Marcie Bahn.

2. Complete the Off-Campus Approval Form

Do this with the help of your advisor(s).

- **Pre-Approved courses on the Course Equivalency spreadsheet:** Write them in the first table.
- **Courses that do not appear on the Course Equivalency spreadsheet:** Write them on the second table and attach a course description.
- **Advisor(s) Signature:** Both your major and minor advisors sign the Off Campus Approval form.
- **Course Approvals by the Department:** Courses intended to count toward major/minor credit that have not been previously approved must be approved by the DEPARTMENT CHAIR (not your advisor, unless they are the chair). *Show the course description to the department chair and request that they initial/sign their acceptance on the course description.*
- **Complete Forms:** Make sure you include all of the information that is requested on the form; incomplete applications will be returned to the student. *Questions on how to complete this form can be directed to Marcie Bahn in the Office of International Programs x1594.*
- **Submit Off Campus Approval Form:** Mail or drop off completed forms to Marcie Bahn, Associate Director Intl Programs in the lower level of Alpha Hall. Submit forms at least two weeks prior to departure.

3. Final Course Approval

Marcie Bahn will evaluate your course request; complete the form; make a recommendation to the Registrar, Elizabeth Rider, by sending all documentation submitted to her with Marcie's signature and recommendations noted. Dr. Rider will provide final approval. The Office of Registration and Records will send copies of the form to the appropriate parties.

4. Important Points

- A minimum of 12 and no more than 18 contact hours must be taken while studying off-campus. If you wish to take more than 18 credits, you must petition for overload by contacting Marcie Bahn.
- Courses that do not meet a major, minor, or core requirement usually transfer as free elective credit.
- Elizabethtown College transfer credits, not grades.
- Credits of courses not affiliated with BCA programs will transfer if the course is completed with a grade of C- or above. Credits of courses which are through BCA-affiliated programs will transfer if completed with a grade of D- or above.

5. Non-Affiliated Programs

Other programs may be pursued with the approval of the Department Chairperson, the Office of International Programs, and the Registrar. To pursue other programs, contact the Associate Dean of International Programs.