

Off-Campus Program Course Selection Form

Student Name: _____ Student ID: _____

Off-Campus Program: _____ Off-Campus Semester & Year: _____

Form instructions: albion-sa.terradotta.com/?go=Course and Credit Evaluation Form

List the courses you plan to take during your off-campus program. In most cases, the academic catalog and course syllabi will be listed on the OCP program's website for classes or listings. CIE is available to advise you, cie@albion.edu.

Course #	Course Name	Credits with the off-campus program	Albion credit equivalency (Albion Units)

All credit earned on an Albion-approved off-campus program will be applied to Albion degree unit totals, based on [credit transfer equivalencies](#). To apply an OCP course to major and minor requirements, petition the major/minor department with a justification, a syllabus, and any additional departmental requirements. To apply an OCP course to Mode or Category requirements, submit a syllabus, a justification, and a petition to the Registrar's Office.

Comments: _____

Student Signature _____ Date _____

ACADEMIC ADVISOR. Signature confirms that you have discussed the proposed off-campus course work with this student, and how it is expected to count toward the student's graduation plan.

Comments: _____

Name: _____ Signature _____ Date _____

DEPARTMENT CHAIR (MAJOR 1). Signature confirms that you have discussed the above off-campus course work with this student, and how it is expected to fulfil requirements for the student's major. Procedures to apply the OCP credit to the student's major has been discussed.

Comments: _____

Name: _____ Signature _____ Date _____

DEPARTMENT CHAIR (MAJOR 2 or MINOR, if credit will be applied toward the program). Signature confirms that you have discussed the above off-campus course work with this student, and how it is expected to fulfil requirements for the student's second major/minor. Procedures to apply the OCP credit to the student's major has been discussed.

Comments: _____

Name: _____ Signature _____ Date _____

REGISTRAR. Signature confirms that, upon satisfactory completion of the above courses, the student will receive full course credit. Procedures to apply the OCP credit to Albion College modes/ categories has been discussed.

Comments: _____

Name: _____ Signature _____ Date _____