

Albion College Off-Campus Course and Credit Evaluation Form

Student Name: _____ Student ID: _____

STUDENT

List the courses you plan to take during your off-campus program. Check the academic catalog or your program's website for classes or listings, then consult with your academic advisor and department chair(s) about how these courses fit into your graduation plan.

*Note: In some programs, specific course offerings are not available prior to arrival on site. In that case, work with your academic advisor and department chair(s) to plan as best as you can with limited information. If the coursework changes, you must re-submit this form to confirm that the College will award the expected amount of credit. You will have an opportunity to do that after you arrive on site by uploading your final schedule into the Brits Abroad portal.

NOTE

Normally courses taken off-campus do not count for Mode or Category requirements. Written approval from the respective mode or category committee in question must be obtained through the petition process for a course to count for Mode or Category. This petition may be submitted either before or after study abroad participation. A course syllabus is required. Questions about the petition process should be directed to the Registrar's Office.

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

Course #	Course Name	# of OCP credits	Expected AC units

ACADEMIC ADVISOR

Your signature confirms that you have discussed the proposed off-campus course work with this student, and approve it to count toward the student's graduation plan.

Comments: _____

Print Name: _____ Signature _____ Date _____

DEPARTMENT CHAIR (MAJOR 1)

Your signature confirms that you have discussed the above off-campus course work with this student, and approve it to count toward the student's major.

Comments: _____

Print Name: _____ Signature _____ Date _____

DEPARTMENT CHAIR (MAJOR 2 or MINOR, if credit will be applied toward the program)

Your signature confirms that you have discussed the above off-campus course work with this student, and approve it to count toward the student's major/minor.

Comments: _____

Print Name: _____ Signature _____ Date _____

REGISTRAR

Your signature confirms that, upon satisfactory completion of the above courses, the student will receive full course credit.

Comments: _____

Print Name: _____ Signature _____ Date _____