

# OFF-CAMPUS STUDY COURSE APPROVAL

Name \_\_\_\_\_

Off-Campus Program \_\_\_\_\_

Hope ID \_\_\_\_\_

Semester \_\_\_\_\_

Date \_\_\_\_\_ Major(s) \_\_\_\_\_ Minor(s) \_\_\_\_\_

Write the off-campus program course title and semester credit hours in the first two columns. In the next column, indicate the requirement(s) you'd like to fulfill at Hope. Check your Degree Works if you're unsure of the name of the requirement. Then check the appropriate box(es) for the type of requirement: Major, Minor and/or Anchor Plan or Elective.

Any courses you'd like to count for a major or minor need to be approved by the appropriate department chairperson. Then get your advisor's approval. If you're pursuing an education major, you also need approval from Dr. Sara Hoeve in the Education Department. The Registrar's Office is the last stop after all other approvals have been received. The Registrar signs for any Anchor Plan courses; no department chairperson approval is needed for these requests.

Course Title	Credits	Corresponding Hope Requirement	Major	Minor	Anchor Plan	Elective	Chair/Registrar Signature

 Recommended

 Not Recommended

 Approved

 Denied

 \_\_\_\_\_  
 Advisor Signature

 \_\_\_\_\_  
 Date

 \_\_\_\_\_  
 Registrar Signature

 \_\_\_\_\_  
 Date

Education majors only:

 Approved

 Denied

 \_\_\_\_\_  
 Dr. Sara Hoeve, Director of Certification

 \_\_\_\_\_  
 Date