

Hope College Off-Campus Study Course Approval Form

Use this form if you participated in a semester or summer foreign or domestic off-campus program.

Name: _____ ID Number: _____ Major/s: _____ Minor/s: _____

Off-Campus Program: _____ Semester: _____

- ▶ Run a Degree Evaluation on KnowHope Plus to see what requirements you still need to fulfill.
- ▶ Fill in your off-campus course information followed by the Hope requirement (not necessarily an equivalent Hope *course*) that you want to fulfill.
- ▶ Take your completed form to the appropriate department chairperson for approval for major/minor requirements.
- ▶ Take your completed form to your advisor for approval.

*** Off-campus credit hours - If the course is a 3-credit class, it will be posted to your Hope College record as 3 credits. 3-credit courses sometimes do not satisfy 4-credit Hope College requirements.**

**** If you are requesting that a course fulfill only a general education requirement, the chairperson's signature is not required. The Registrar signs for general education requests.**

Program Course Number & Title	Cr Hrs*	Corresponding Hope Requirement	Where will this course count?				Chairperson Signature**
			Major	Minor	Gen Ed	Elective	
<i>ex. Span 3001: Latin American Lit</i>	4	<i>Spanish Major Rule 1</i>	X				
<i>ex. AH 341: Architecture in London</i>	3	<i>Fine Arts I</i>			X		

Advisor signature: _____

Date: _____

Director of Certification, Cher Schairer, : _____
Education Dept (if you plan to teach)

Date: _____

Registrar signature: _____

Date: _____