

**Colby College Registrar
Course Approval Form for Off-Campus Study**

Deadline: February 20th

Please complete this form and scan/submit to OCSRegistrar@colby.edu.

Additionally, students should have the Academic Advisor Program Approval form, found in the Colby Portal, and uploaded it to your online application in the Colby Portal.

1) Course Selection and Approval

Please list courses you intend to take on this program. If you cannot confirm your courses until you are on site, please indicate here the type of courses you plan to take (e.g. History, French literature, or a sample course title). If you are unsure of your courses, you may leave this blank and complete your course approvals later. You should try to obtain course approvals prior to departure for your program when possible.

You are required to enroll in a full course load equivalent to 15-16 Colby credits per semester. While the typical Colby course is equivalent to 4 credits, the courses offered in your chosen program or university may not translate into an equivalent number of credits. Please consult the course load equivalency chart on the OCS website to confirm you're taking the required number of courses to fulfill a full semester (or year) of credit. If your program isn't included in the chart, please consult OCS.

Please use this chart to indicate the courses you intend to take while you study off campus. Please make sure you get an approval signature from the appropriate party. Courses will fall into one of 3 categories:

- 1) For General Credit:** Your academic advisor, in consultation with the Registrar, must approve all courses in advance for general credit.

- 2) Language Course:** I understand that I am required to take at least one language course in the host country language while studying in a non-English speaking country and I will include this on the form below if applicable.

3) Course Approvals for Major/Minor/Distribution/Diversity Credit

To seek faculty approval for course(s) for a major/minor/distribution/diversity requirement, please follow the instructions provided in your Off-Campus Study Handbook and use the form below for approvals. Remember that all courses should be approved in advance when possible or before you finalize your enrollment upon arrival on site.

Not sure who should sign? Consult the Course Approval Chart in the OCS Handbook or on the Academic Policies page of the OCS website.

Student Information

Name: _____ Email: _____ Class: _____ ID: _____

For Study During (circle one): Fall Spring Full Year

For Study In (List Program Name and Location): _____

COURSE NUMBER	COURSE NAME	# of US EQUIVALENT CREDITS or specify local credits	EQUIV. COLBY COURSE (if applicable) or LEVEL (For ex: PS 2XX or BI3XX)	INDICATE 1) General credit 2) language course OR 3) which major/minor or specific requirement is being fulfilled (if applicable)	Faculty approver and title (academic advisor, language faculty, major/minor advisor, department etc.)
					Name/title:
					Signature:
					Name/title:
					Signature:

					Name/title:
					Signature:
					Name/title:
					Signature:
					Name:
					Signature:
					Name:
					Signature:

Continue on a separate sheet if needed. NOTE: Some departments, e.g. Global Studies, may require you to fill out a special form for approval of courses taken abroad toward the major. You may also be required to submit copies of course descriptions to your major or minor advisor before a course can be approved.

I understand that if my course selections change after the submission of this form, I will need to obtain approval from the appropriate faculty member for my new course(s) and submit this approval to the Colby Registrar vis OCSregistrar@colby.edu.

Student Name: _____

Student Signature: _____

Date: _____