



OFFICE of GENERAL EDUCATION and COMMON LEARNING

Guidelines for Course Equivalency Approval of Oxford Tutorial Courses

The Oxford University Study Abroad program offers some pre-approved [course equivalencies](#). Additionally, students may request course equivalencies for major-specific courses by meeting with the department chair. Students who must fulfill particular general education courses through study abroad are encouraged to consider other locations due to the tutorial format of many Oxford courses. Oxford tutorial course parameters are typically so broad that it is not possible to determine whether the course will equate to a particular required QuEST requirement, and approval cannot be granted until the conclusion of the course.

In order to apply for QuEST credit for an Oxford tutorial course:

1. Take approved [QuEST course objectives](#) to course meetings with your Oxford tutorial educator, working to ensure that your readings and assignments are designed to provide evidence that you have accomplished the learning objectives.
2. Within five business days of the completion of the semester (emailed to [koswaldwilkins@messiah.edu](mailto:koswaldwilkins@messiah.edu) or mailed to Dr. Kate Oswald Wilkins, Assistant Dean of General Education & Common Learning, One College Avenue Suite 3009 Mechanicsburg, Pennsylvania 17055), provide written work to the Office of General Education and Common Learning that serves as evidence that you have accomplished each QuEST learning objective for the area in which you hope to receive credit (e.g., nonwestern, pluralism, history, etc.).
3. Written work serving as evidence of the learning objectives should be at approximately 1,000 words and should be followed by a list of scholarly sources in an approved citation method (MLA, APA, Chicago) **for each objective**. In other words, if there are four QuEST course objectives, you would need to submit 4,000 words total. List each course objective separately and insert written work and references serving as evidence of the learning.
4. Kate Oswald Wilkins, the assistant dean of general education and common learning, will then review and approve/not approve the course equivalency request within approximately two weeks. If you have questions, please contact Dr. Oswald Wilkins.

Student Acknowledgement of Terms

By signing this agreement, you are acknowledging that you understand the protocol for obtaining QuEST course credit for Oxford tutorial courses.

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Student Signature

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Date

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