

Messiah University
Instructions for Off-Campus Study Course Approval

This form has been designed to help you and your advisor plan your course of study for your semester off-campus. Please list all of the courses that you wish to take off campus on the form found on the next page of this document. You will want to list more courses than you plan to take; some courses may be full, not offered, or conflict with other courses. As you complete the form, the following are some things you will want to take into consideration:

1. Make an appointment to meet with your advisor after you have completed this document. Take this document, with you to your advising meeting. Refer to the course listings and course equivalencies that are available online on the Intercultural Office web page. For assistance in locating these resources, please contact the Intercultural Office.
Questions on how to complete this form can be directed to Katie Rousopoulos in the Agape Office for Local & Global Engagement.
2. Check the transfer course equivalency database in Falcon Link to determine if courses you wish to take have already been approved to meet specific QuEST or major requirements. If they have been approved, note the Messiah course and degree requirement that they will meet; your advisor will need to initial his/her approval for major or minor courses.
3. If there are courses you would like to take which do not appear in the transfer course equivalency database, list them in the first section. Your advisor will review and approve any new courses related to your major.
4. Make sure you include all of the information requested on the form; incomplete applications will be returned to the student.
5. After discussing your course options with your advisor, completing the form, and obtaining his/her signature, submit to the Registrar’s Office. Retain the original for your academic file.
6. After the Registrar’s Office has reviewed and approved your courses, you will receive a copy of the ‘approved’ form. The Intercultural Office will also receive a copy of the approved form and will upload it to Terra Dotta. Be sure to either take this form with you to your off-campus location or have it available electronically so that you can refer to it as you choose courses. If you discover a course (once you arrive at your off-campus location) that you wish to take and that is not listed on the approved form, contact the Registrar’s Office (registrar@messiah.edu). Include course description if possible.
7. Please keep in mind that you are required to take at least 12 but no more than 18 credits while studying off-campus.
8. Courses that do not meet a major, minor, or QuEST requirement are usually free elective credit.

Courses taken through an approved off-campus study program (listed below), along with their grades, are reported on your Messiah College transcript and are calculated into your cumulative grade point average. The same policy for taking classes pass/fail in Grantham applies when studying off-campus.

Approved Off-Campus Study Programs

Acces France	Living & Learning International (Ecuador)	Student Visitor Program
American Business School Paris	London Internship Program	Temple Rome
American Studies Program	Middle East Studies Program	The Sorbonne
Baltimore Urban Studies	National Outdoor Leadership School	Uganda Studies Program
Catholic University of Paris	NYC Semester: The King's College	University of Granada
Chicago Semester	O’Neill National Theatre Institute	Veritas Chile
CIEE Shanghai	Oregon Extension	Veritas London
Contemporary Music Center	Oxford Study Abroad Programme	Veritas New Zealand
Gordon in Orvieto	Pontifical Catholic University of Valparaiso	Veritas Paris
Jerusalem University College	QERC: Costa Rica	Veritas South Africa
LCC International University	Scholars Semester in Oxford	Veritas South Korea

Off-Campus Study Course Approval Form

Name: _____ ID: _____

Major: _____ Advisor: _____

Semester of Study: _____ Off-Campus Study Program _____

*Students and advisors are reminded to check the transfer course equivalency database in Falcon Link to determine if courses have already been approved to meet specific Messiah requirements. **All fields must be completed.***

Major Course Request – Major Course code /requirement must be listed (e.g., MRKT 230)

Off-Campus Institution			Messiah University			
Course Code/ Number	Course Title	Credits	Course Code/ Number	Course Title/ Degree Requirement Fulfilled	Credits	Advisor Initials

Courses to fulfill QuEST requirements or to serve as Elective Credits: Course code/QuEST requirement must be listed: (e.g., PHIL 101/ QuEST Philosophy)

Off-Campus Institution			Messiah University			
Course Code/ Number	Course Title	Credits	Course Code/ Number	Course Title QuEST or Elective Fulfilled	Credits	Registrar Approval
				Title:		
				QuEST <input type="checkbox"/> Elective <input type="checkbox"/>		
				Title:		
				QuEST <input type="checkbox"/> Elective <input type="checkbox"/>		
				Title:		
				QuEST <input type="checkbox"/> Elective <input type="checkbox"/>		
				Title:		
				QuEST <input type="checkbox"/> Elective <input type="checkbox"/>		

I understand that the failure to provide this form in its entirety and/or appropriate signatures can prevent me from participating in the program and/or receiving the credits for courses/requirements not represented.

Student Signature: _____ Date: _____

I understand that my signature indicates I have reviewed my advisee's intentions. I understand that I have approved Major course requirements with the counsel of my Dept. Chair.

Advisor Signature: _____ Date: _____

The Registrar Signature represents the final word on the approvals/non- approvals represented on this form.

Registrar Official Signature: _____ Date: _____