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 Intercultural Office.

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 (mailto:jpoole@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 University 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

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Host Institution</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>Acces France</td>
<td>Latin American Studies Program</td>
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<tr>
<td>American Business School Paris</td>
<td>LCC International University</td>
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<tr>
<td>American Studies Program</td>
<td>Living &amp; Learning International (Ecuador)</td>
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<td>AuSable Institute for Environmental Studies</td>
<td>London Internship Program</td>
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<td>Australia Studies Centre</td>
<td>Los Angeles Film Studies Center</td>
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<td>Catholic University of Paris</td>
<td>Middle East Studies Program</td>
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<td>Chicago Semester</td>
<td>National Outdoor Leadership School</td>
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<td>CIEE Shanghai</td>
<td>Northern Ireland Semester</td>
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<td>Contemporary Music Center</td>
<td>NYC Semester: The King's College</td>
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<td>Gaiety School of Acting- Ireland</td>
<td>O'Neill National Theatre Institute</td>
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<td>Goldsmiths: University of London</td>
<td>Oregon Extension</td>
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<td>Gordon in Orvieto</td>
<td>Oxford Study Abroad Programme</td>
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<tr>
<td>Jerusalem University College</td>
<td>Pontifical Catholic University of Valparaíso</td>
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<td>Junior Year in Munich</td>
<td>QERC: Costa Rica</td>
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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)

<table>
<thead>
<tr>
<th>Course Code/Requirement</th>
<th>Course Title</th>
<th>Credits</th>
<th>Course Code/Number</th>
<th>Degree Requirement Fulfilled</th>
<th>Credits</th>
<th>Advisor Initials</th>
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Courses to fulfill QuEST requirements or to serve as Elective Credits: Course code/QuEST requirement must be listed: (e.g., PHIL 101/QuEST Philosophy)

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<tr>
<th>Course Code/Requirement</th>
<th>Course Title</th>
<th>Credits</th>
<th>Course Code/Number</th>
<th>QuEST or Elective Fulfilled</th>
<th>Credits</th>
<th>Registrar Approval</th>
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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:___________