

Hope College Study Abroad Program Course Approval Request Form

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

Off-Campus Program: _____ Semester: _____

Students should get advance approval for any courses taken off campus! Attach any emails or written permission to this form.

Take it to the Registrar's Office when it is complete and accurate!

Run a Degree Evaluation on KnowHope Plus to see where the courses you take off-campus can fit to complete your requirements.

Foreign Course Number & Title	Cr Hrs*	Corresponding Hope Requirement	Where will this course count?				Chairperson Signature**
			Major	Minor	Elective	Gen Ed	
<i>ex. Span 3001: Adv Span & Comp</i>	<i>4.0</i>	<i>Span 441 - Medieval & Golden Age of Spain</i>	X				
<i>ex. AH 341: Architecture in London</i>	<i>3.0</i>	<i>Fine Arts I</i>				X	

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

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

Advisor: _____ Date: _____

Registrar: _____ Date: _____

Education Advisor: _____ Date: _____
 (if you plan to teach)