

## INTENDED COURSE PLAN FOR OFF-CAMPUS STUDY APPLICATION

### Student Instructions:

- Form must be **signed** by current faculty adviser.
- Student must also **discuss** plan with faculty from all intended major(s)/concentration
- Form must list **ALL** intended OCS courses, even if not seeking major credit
  - Students are required to enroll in a full-time course load, as defined by their program, and the equivalent of at least 12 credits must be considered transferable in order to remain fully enrolled at Grinnell.
  - **To be transferable**, courses must be taught in liberal arts disciplines offered at Grinnell, with a letter grade of a C or above earned (no pass/fail; no incompletes)
  - Transferable courses not approved toward major or concentration will count as general credit toward graduation
  - OCS staff will verify general credit transferability, consulting with the Registrar's office if/as needed
  - Review Grinnell's [OCS language commitment](#) and include a relevant course if required
  - Courses for the following year may not be available at this early stage; list courses offered this year based on your program's website
  - For students approved to study off-campus for one semester, program credits are excluded from the 24-limit of transfer credits and the semester is counted toward the residency requirement. (per [Academic Catalog](#))
- If a course will be **pre-approved** to fulfill a major or concentration requirement, a **signature** from the appropriate department faculty or chair is required in the 3<sup>rd</sup> column of the table below.
  - A syllabus or course description may be needed for pre-approval
  - It is up to the department to decide if they will pre-approve a course. If not, keep all course materials in case approval can be requested when you return. You can find some departmental guidance in [OCS Resources](#) in GrinnellShare.
  - If being pre-approved, a 4<sup>th</sup> column is provided for the department to identify which requirement will be fulfilled
- All students are expected to follow requirements of their 4-year plan(major(s), concentration)
  - It is the student's responsibility to hold all relevant conversations
- All students are expected to update form if they enroll in alternate courses once onsite.

### Faculty Instructions:

- Form must be **signed (electronic or physical)** by current faculty adviser
  - Signature indicates that the student has reviewed their OCS plans and 4-year plan with you, and that courses listed in the OCS Course Plan align well with the 4-year plan. You are not being asked to approve each course or to determine transferability.
- Form must be **discussed** with faculty from intended major(s)/concentration but signatures do not need to be obtained
- Depending on your department's policies, **pre-approval** of courses toward the major or concentration can be indicated by providing a **signature** in column 3 next to the specific course. If the specific **major or concentration requirement** met by an OCS course is known, there is a column, 4, to indicate this as well.

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Student Name: \_\_\_\_\_ Grinnell ID #: \_\_\_\_\_

Program Name: \_\_\_\_\_

Semester + Year (Fall 2024, for example): \_\_\_\_\_

Primary Faculty Adviser Printed Name (required): \_\_\_\_\_

Primary Faculty Adviser Signature (required): \_\_\_\_\_

OCS Course Title	Semester Credits (US)	Optional: Faculty signature in this column indicates Pre-approval Toward Major or Concentration	Optional: Requirement met through pre-approved course

**EXAMPLE OCS Course Approval Form**

<b>OCS Course Title</b>	<b>Semester Credits (US)</b>	<b>Optional: Faculty signature in this column indicates Pre-approval Toward Major or Concentration</b>	<b>Optional: Requirement met through pre-approved course</b>
<i>Theory of Computation</i>	4	Signature from Computer Science faculty	CSC 341
<i>Data Science</i>	4	Signature from Computer Science faculty	CS elective
<i>Hungarian Language I</i>	2		
<i>Hungarian Language II</i>	2		
<i>Budapest Through Cinema, People &amp; Streets</i>	4		

**\*\*Use this as an example. Courses will vary by student selection. \*\***