Academic Planning Form  
For Off-Campus Study on a 2016-17 Approved Program

Instructions: Submit this form to Off-Campus Study in 101 McGregory Hall by February 5, 2016. It must be signed by your FSEM or major adviser. If you have not yet declared a major, we strongly recommend that you consult your proposed major department’s chair regarding completion of graduation requirements and transfer of credits in the major prior to submitting this form.

APPLICANT INFORMATION

Name (last, first, initial) __________________________________________________________________________

Colgate ID number: __________________________ Preferred Semester: __________________________

Major 1 __________________________ Declared? ____ Yes _____ No

Major 2 __________________________ Declared? ____ Yes _____ No

Approved Program (as it appears on Approved Program list): _______________________________________

ACADEMIC PLAN FOR COURSES AND CREDIT

Please check all that apply. I plan to earn:

☐ Only general elective credit toward the degree
☐ Credit in my major(s) IF YES: has your major department approved this program? ____ Yes ____ No
☐ Credit in my minor IF YES: has your minor department approved this program? ____ Yes ____ No
☐ Credit in a language taught at Colgate (Speak to the department chair regarding transfer credit)

List courses you hope to take in the chart below.

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<tr>
<th>Subject &amp; Course No.</th>
<th>Course Title</th>
<th>Major credit?</th>
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11/30/2015
STUDENT ACKNOWLEDGEMENT

Approval of this program does not constitute approval of credit for particular courses. It is your responsibility to consult with department/program chairs as appropriate and to seek approval of transfer credit.

READ, INITIAL, and SIGN to show your understanding of this important transfer credit information:

☐ I understand that **transfer credit is not automatic and is not approved through this form.**
☐ Colgate’s transfer credit policy is governed by the Colgate University Catalogue, Chapter VII, and it is my responsibility to read and understand it.
☐ Courses in marketing, business, journalism, law, or other subjects beyond the scope of Colgate’s curriculum are not eligible for transfer credit.
☐ Courses to be applied toward major/minor requirements must be approved by the appropriate chairperson.
☐ Other courses may also require approval, as described on the Application for Transfer of Course Credits.
☐ Language Departments have specific criteria for awarding credit. I must speak to the Registrar or language department chair early in the process to confirm transfer credit eligibility.
☐ It is my responsibility to obtain pre-approval for courses to be taken on an approved program.
☐ The Application for Transfer of Course Credit is due in the Registrar’s Office November 15 prior to an approved spring leave and April 15 prior to an approved fall leave.

Student Signature: ________________________ Date: ________________________

FACULTY ADVISER APPROVAL

To the Faculty Adviser: When reviewing the student’s intended academic plan, please assess whether: 1) the student will remain on track for completing his/her major and graduation requirements after a semester away; 2) you have any reservations about the choice of program or courses; 3) the destination is relevant to the student’s area of study.

Your signature below indicates that you fully support the student’s intended academic plan. If you are unable do so fully, please outline your concerns and recommendations below.

Are you the student’s major adviser? __________ Yes __________ No

_______________________________
Printed Name of Faculty Adviser

_______________________________
Signature of Faculty Adviser

_______________________________
Date

11/30/2015