



Off Campus Experience Course Approval Form

ABOUT OFF-CAMPUS COURSES

When a student participates in an off-campus experience and enrolls in courses at a host institution, those courses are considered transfer courses. Prior to their departure, students are expected to request that the courses taken off-campus will transfer back to UM-Flint.

Instructions for Completing this Form

Information for **STUDENTS**

A student is expected to gain approval for all courses they intend to take off-campus. Your responsibility is to submit the *Off Campus Experience Course Approval Form* to the Education Abroad Office or submit online in [M-Flint WorldLink](#) prior to your departure.

1. Review and identify courses you are considering taking off-campus. Collect the course descriptions and syllabi for each course.
2. Signatures must be obtained from the department chair(s) from the respective department(s). For example, if you intend to take a **philosophy** course, then the department chair of the **Philosophy Department** must approve the course. If it is a **biology** course, then the department chair of the **Biology Department** must approve the course. There may be multiple departments from which you must seek approval. You should provide a course description and syllabus for each course you plan to take. Attain their signature on the DEPARTMENT DIRECTOR/CHAIR section of the form.

It can take several weeks to complete this form, so start early! Also note that this form is intended to provide information to the Office of Undergraduate Admissions as to how off-campus credits should be posted on your UM-Flint transcript. If you need your off-campus experience to satisfy specific degree requirements, you may need to request a petition. Please consult with your academic advisor to ensure that this is taken care of.

Information for **DEPARTMENT DIRECTORS/CHAIRS**

Students are expected to request the approval of the Department Chair of the appropriate department(s) to take a course that falls under that department. Students are expected to provide a course description and course syllabus for review. The Department Chair's responsibility is to determine whether the course will transfer to UM-Flint as an exact equivalency or as departmental elective. Once the coursework has been reviewed, a signature is required under the "DEPARTMENT DIRECTOR/CHAIR" section of the *Off Campus Experience Course Approval Form*.

About Grades

Courses taken off-campus and are passed with a "C" or above may be awarded transfer credit. Transfer grades do not transfer or impact the student's overall UM-Flint GPA.

Specific Rules

More than one course: current university policy allows students to enroll for just one off-campus course. If a student wants to register for more than one course, they must petition the Academic Standards Committee of their school/college for permission to do so before leaving Flint.

UM-Flint Residency Requirements:

Students must complete a minimum of 45 credit hours at the University of Michigan-Flint, including the final 30 credit hours, which must be continuous at UM-Flint. Therefore, UM-Flint students with 90 or more credits must petition the appropriate Academic Standards Committee for a possible exception to this policy.

Submit completed form to Education Abroad Office at 219 UCEN.

Copies of this form will be sent to the Office of Financial Aid and Cashier's Office prior to student's departure.



Off Campus Experience Course Approval Form

Student's Name: _____	UMID: _____	Semester Off-Campus: _____
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Off Campus Program: _____	Off-Campus Institution: _____
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Student Acknowledgement

****Students must contact their Dean within the school/college if any changes occur to approved courses after arriving at the Host Institution to seek approval for deviations in the original schedule.****

****Student receiving financial aid are responsible for any changes to their schedule that may affect their aid eligibility.****

****Transcripts must be sent to UM-Flint within 30 days after the semester has ended.****

I understand these polices and acknowledge that I am responsible for completing this form in order to receive credit and/or financial aid. I will request my transcript be sent to the Education Abroad Office post-program completion.

Student Signature _____ **Date:** _____

Off-Campus Course: _____	Credit hours: _____
UM-Flint Course Equivalency: _____	Credit hours: _____
Department Director/Chair Printed Name _____	Signature: _____ Date: _____

Off-Campus Course: _____	Credit hours: _____
UM-Flint Course Equivalency: _____	Credit hours: _____
Department Director/Chair Printed Name _____	Signature: _____ Date: _____

Off-Campus Course: _____	Credit hours: _____
UM-Flint Course Equivalency: _____	Credit hours: _____
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Off-Campus Course: _____	Credit hours: _____
UM-Flint Course Equivalency: _____	Credit hours: _____
Department Director/Chair Printed Name _____	Signature: _____ Date: _____

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UM-Flint Course Equivalency: _____	Credit hours: _____
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UM-Flint Course Equivalency: _____	Credit hours: _____
Department Director/Chair Printed Name _____	Signature: _____ Date: _____

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