

GUIDELINES FOR COMPLETING COURSE PRE-APPROVAL FORM

1. List 8-10 courses for approval on the form. This may save you the trouble of getting your alternate choices approved during registration from abroad. If your program has a set curriculum, please list those courses.
2. Obtain your signatures in the following order:
 - Chair of major department to indicate the specific courses that will satisfy major requirements.
 - Advisor to acknowledge a discussion of the course choices.
 - Registrar's office
3. You may need to provide the course descriptions when obtaining signatures from the department chair or the Registrar's office.
4. Keep your unfulfilled collegiate graduation requirements in mind when selecting courses for your off campus study program.
 - ✓ Diversification requirements-you must earn 1.0 unit in one department in each of the four divisions (Natural Sciences, Fine Arts, Humanities and Social Sciences)
 - ✓ Quantitative reasoning requirement-(as outlined in the *Course Catalog*)
 - ✓ You must prove proficiency in a second language equivalent to one full year of introductory college study - (as outlined in the *Course Catalog*)
 - ✓ You must earn 9.0 units outside your major discipline for single discipline depts. and 7.0 units for interdisciplinary or multi-major depts.
5. Courses will transfer only if they have been approved on this form prior to departure or prior to completion of the program. To earn credit the courses need to be taken for a letter grade, the grade must be a C- or better, the subject matter of the course must be liberal arts in nature as determined by the Registrar.
6. An official transcript needs sent directly to the Registrar's office at Kenyon College. Please note that Kenyon will not accept transfer credit more than one year after the completion of the coursework for off-campus study.
7. Grades will post on your Kenyon transcript with a T preceding the letter grade and **will not** calculate into your grade point average (unless earned with a Kenyon professor on a Kenyon program).
8. Please note that OCS program credit systems are different from Kenyon's credit system. The Registrar's office will determine the Kenyon credit. This is not done arbitrarily but will follow our published equivalencies (these can be found at: <http://www.kenyon.edu/directories/offices-services/registrar/resources-for-students/transfer-credits/>)