



**Instructions to Students:**

1. It is important to complete this form carefully and completely. If you are approved to study off campus, this form will be used by the Whitman Registrar to determine how your credits will apply toward your Whitman degree. There is no guarantee for courses/credit not pre-approved on this form. If your OCS courses change, you must contact OCS to obtain approval.
2. List all courses you intend to take during your period off campus, including alternates.
3. To determine the number of credits awarded at Whitman, open the program brochure for your specific OCS program in MyOCS. Then click on the *Academics* tab and scroll to *Program Credits* and *Credit Conversion*.
4. Ask your major adviser to complete the sections about the transferability of OCS major credit in the columns to the right of the *Student Fill in Below* section.
5. If you wish to apply off-campus courses toward minor credit, you may consult with the chair of the minor department and ask them if particular courses will count. If they approve of courses abroad for your minor, we suggest that you ask that department chair to send you an email about it so that you have documentation about the approval in your records to share with the Registrar after you return from OCS.

**Instructions to Major Advisers:**

- Please fill in your recommendation for course transfer credit for each OCS course listed on this form, including alternate courses and be as specific as possible about exactly how the credit should transfer. Major Advisers/Departments determine whether or not OCS courses can apply to the Major. Major Advisers may also make Distribution and General Degree Credit recommendations or they may defer that determination to the OCS adviser. The Registrar will review recommendations for consistency.

**Note on Credit Limits:**

- At least 2/3 of Major Credits must be earned in residence at Whitman, and some departments are more restrictive. Check the Whitman College Catalog for details.