

Course Approval Form for a Minor

This form provides a Department/Program and the Registrar's Office a record of a course (or courses) taken on an off-campus study program that is applied toward a student's minor at Bates. Most Departments and Programs complete this form after the course has been completed when the student is able to (a) discuss the course's content, (b) provide a detailed description of the course, including a syllabus, and (c) provide a copy of the abroad transcript to the department or program chair.

Students complete this section:

Name: _____ ID# _____ Class Year: _____

Minor department or program: _____

Study abroad program, location, and semester: _____

The course(s) you would like to apply:

Course A: _____

Course B: _____

Course C: _____

Department and Program chairs complete this section:

If approved, please note below how the course or courses may be applied toward the specific requirements of your minor. For example, as an elective, a 300-level course, a particular requirement within the minor, etc. Please note if two or more courses are being combined to satisfy one requirement, etc. This information is needed for entry into the Degree Audit System. Please cross out courses that are not approved

Total number of course credits awarded to the minor: _____

Course A application: _____

Course B application: _____

Course C application: _____

Signature of the Department/Program Chair

Date

Note: One copy of this form should be retained in Department/Program file for minors and one copy should be submitted to the Office of the Registrar, Libbey Forum.