

# MACALESTER COLLEGE

## Off-Campus Study Proposal

### STUDENT AGREEMENT

(Please read carefully before signing below)

I, (print name) \_\_\_\_\_, have discussed with my academic advisor all curricular plans for off-campus study, as well as any Independent Projects and/or Internships that I plan to undertake, and have had him/her review my essays and descriptions on these. I understand that it is my responsibility to enroll for a full course load while on my program, equivalent to between 12-18 US credits, and I have verified the credit equivalencies through program materials and/or program administrators. I also understand that I must inform the Macalester Study Abroad Coordinator of any deviation from the course choices listed in this proposal, and that Macalester credit is granted only for successfully completed approved courses. Finally, I understand that I am required to become familiar with and abide by all academic and personal conduct policies of the host university or program while undertaking off-campus study, and that I might not receive credit for the program if I choose not to inform myself about, and comply with said policies.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### INSTRUCTIONS FOR SUPPORTING FORMS

All applicants are required to submit ONE Advisor Recommendation Form, completed by your academic advisor; as well as ONE Coursework Approval Form for EACH major you are planning to complete, signed by the appropriate department chair.

In addition, ALL students who are proposing study in non-English speaking countries **must** turn in a Language Proficiency Assessment if the program has a language proficiency requirement, complete by their most recent Macalester or ACTC language instructor. Students who have language proficiency due to family heritage or pre-college study must also turn in the form; please contact the relevant Macalester language department to have your speaking, reading & academic writing assessed.

**\*\*Please list below the names of the faculty members who will complete these forms for you\*\***

\_\_\_\_\_  
**Advisor Recommendation** Department

\_\_\_\_\_  
**Language Proficiency Assessment** Department

\_\_\_\_\_  
**Coursework Approval (Major #1)** Department

\_\_\_\_\_  
**Coursework Approval (Major #2)** Department