

**MASSACHUSETTS COLLEGE OF LIBERAL ARTS  
Request for Off-Campus Study Approval**

Student ID Number:

Name: \_\_\_\_\_  
LAST FIRST MIDDLE

Last semester attended (MCLA): \_\_\_\_\_

Name of college to be attended: \_\_\_\_\_

Address of college to be attended: \_\_\_\_\_

Semester / Term attending: \_\_\_\_\_ / \_\_\_\_\_  
(BEGINNING DATE) (ENDING DATE)

Permanent home address: \_\_\_\_\_  
 \_\_\_\_\_

Home telephone number: (\_\_\_\_)-\_\_\_\_\_ Major: \_\_\_\_\_

I wish to enroll in the following course(s): **course description MUST accompany all courses listed below** and I have attached a description for each course listed below.



COURSE #	COURSE TITLE	CR. HRS	CORE EQUIV.	MCLA EQUIV.	CR. HRS	OFFERING DEPT. CHAIRPERSONS SIGNATURE

I understand that it is my responsibility to submit an official transcript to the Registrar's Office within thirty days of completion and these courses will be evaluated in accordance with the official transfer policy of Massachusetts College of Liberal Arts. An overall GPA of 2.0 is required for any credits to transfer to MCLA. Please note that credits (not grades) are transferred to MCLA only for courses in which a grade of C- or higher was earned. I further understand that I must complete at least 45 credits at MCLA to be eligible to receive a degree from MCLA.

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

Student's major department chairperson \_\_\_\_\_ Date \_\_\_\_\_

Registrar \_\_\_\_\_ Date \_\_\_\_\_

\*Special program approval \_\_\_\_\_ Date \_\_\_\_\_

Comments \_\_\_\_\_

\*For students enrolled in special programs ie: Study Abroad, Minor Programs, etc.