

F&M Off-Campus Study Degree Planning Worksheet

Making a plan and completing this academic worksheet with your Academic Advisor(s) will provide a forum to discuss your requirements and help you plan for your time off campus so that you are able to complete your degree and graduate on time.

As you consult Degree Works and your intended major/minor department webpage(s), also be sure to discuss the following with your Academic Advisor(s):

- What *major/minor/general education* requirements remain incomplete, and how/when do you intend to complete them?
- Are there department-specific policies or restrictions regarding Off-Campus Study you should note?
 - How many major/minor courses can you fulfill off campus? (Is there a departmental limit?)
 - Are there courses that must be taken at F&M that cannot be taken off campus?
 - Are there requirements that you *should* try to fulfill in an Off-Campus Study program?
 - Are there degree requirements that are only offered during a specific term at F&M that would impact when you study off campus?

**If you have a declared or intended major/minor, you should speak with a faculty member in the relevant department(s) for guidance. If you are unsure who to contact within a department, ask your Academic Advisor or OCS Advisor.*

Please list the F&M faculty member(s) you consulted before completing this worksheet.

Name: _____ Department: _____ Date: _____	Name: _____ Department: _____ Date: _____	Name: _____ Department: _____ Date: _____
---	---	---

<p>Intended Graduation Date:</p> <p style="text-align: center;">May August December</p> <p>Year: _____</p>	<p>Intended Off-Campus Study Term:</p> <p style="text-align: center;">Fall Spring Summer Academic Year</p> <p>Year: _____</p>
---	--

Total Credits

How many total F&M credits (of the 32 needed to graduate) will you have completed (according to Degree Works) on the day your intended Off-Campus Study program *begins*? _____

Special Notes/Considerations (e.g. courses you must take at F&M that are only offered during specific terms, pre-professional courses you must take before graduation, etc.): _____

General Education (Distribution) Areas NOT yet fulfilled (check any that still need to be completed):

- Arts
- Humanities
- Social Sciences
- Non-Western / World Perspectives
- Natural Science Lab Course
- Natural Science in Perspective or 2nd Lab
- Language Study

Please note when you intend to complete your remaining Gen Ed requirements, including in an Off-Campus Study program.

If you have not yet declared your major/minor, you will need to process a “What If” Audit in Degree Works to complete the following section. To assist you with a “What If” Degree Works audit, please refer to the Degree Works “What If” Audit video - <https://www.fandm.edu/registrar/courses-and-registration/degree-works-students>

Declared or Intended Major 1 *(if Joint Major, note one department component of the Joint Major):*

List Major 1 course requirements remaining and which term you intend to complete them, including in an Off-Campus Study program:

Declared or Intended Major 2 *(if Joint Major, note the other department component of the Joint Major):*

List Major 2 course requirements remaining and which term you intend to complete them, including in an Off-Campus Study program:

Declared or Intended Minor:

List Minor course requirements remaining and which term you intend to complete them, including in an Off-Campus Study program:

Off-Campus Study program course list:

Are there any *major/minor/GenEd* course requirements listed on this page that you must fulfill on your OCS program in order to complete your F&M degree requirements and graduate on time?

Student Name: