



**Nyack College's  
Washington Semester**

**Sign-off List  
For Off-Campus Programs**

**Student Signature:**

- 1. I have read and complied with the forms on the Cover Sheet and have familiarized myself with all policies related to Nyack College's Washington Semester. \_\_\_\_\_ (Student signature)

**Faculty Advisor Signature:**

- 2. Meet with your Faculty Advisor to discuss how the credits will fit into your degree requirements. Be advised that participating in Nyack College's Washington Semester could delay your graduation based on sequencing of courses in your major. Attached to this form is a study plan developed by you and your Faculty Advisor, detailing how you will finish your required coursework upon your return. \_\_\_\_\_ (Signature of Department Head)

**Registrar Signature:**

- 3. Contact the Registrar's Office to inform them of your intention to study at Nyack College's Washington Semester. \_\_\_\_\_ (Signature of Registrar)

Cumulative GPA \_\_\_\_\_ Major \_\_\_\_\_ Full Time Status affirmed \_\_\_\_\_

Notes: \_\_\_\_\_

**Financial Aid Signature:**

- 4. Contact Financial Aid Office to inform them regarding your intention to study at Nyack College's Washington Semester. \_\_\_\_\_ (Signature of Financial Counselor or Director of Financial Aid)

**Dean of Students Signature:**

- 5. The Office of Student Development recommends this student without hesitation for Nyack College's Washington Semester. \_\_\_\_\_ (Dean of Students signature)

- 6. Return form with all designated signatures to Charity Haubrich, Nyack College, DC Campus, Hall of the States Building Suite 700, 444 N. Capitol St NW, Washington, DC 20001. Charity Haubrich will send a copy of completed checklist to the Registrar, the Financial Aid Office, and the Dept. Head.

\_\_\_\_\_ Office Use Only \_\_\_\_\_

- \_\_\_\_\_ FAFSA completed
- \_\_\_\_\_ Financial Aid paperwork completed
- \_\_\_\_\_ Required semester payment made