

STUDY ABROAD COURSE APPROVAL FORM

While it is impossible to know the *exact* courses you will enroll in overseas, WC and GEO *can* guarantee all credit earned overseas at one of WC's partner institutions *will* transfer back with WC credit of some kind. Please read this document thoroughly, discuss your academic plans with your academic advisor(s) prior to departure, procure the necessary signatures, and return to the Global Education Office (GEO) prior to your departure.

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Name Date of Birth Washington College ID#

Your Major(s) and Minor(s)

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Study Abroad Institution Country

Fall 20____ Spring 20____ AY 20____ - 20____ Summer 20____

Host Institution Course No. & Title	WAC Course No.	Credits	Major	Minor	Gen. Ed.	Elective	Dept. Chair's Signature

Faculty Advisor Signature Date

Faculty Advisor Signature (if Double Major) Date

Student Signature Date

Process for Course Approval

Instructions for the Student:

Take the following to your academic advisor(s):

- This document
- Your approved program's *Grade and Credit Conversion* sheet – this can be found on the Canvas site and will be provided by GEO during pre-departure workshops.
- The link to your program's course catalog. ****PLEASE NOTE:** Not all institutions have their course catalogs posted online. Some institutions' catalogs will be for a previous year or only provide that department/degree's requirements and not the courses themselves.

When filling out your WAC Course Numbers, remember to include the department code!

For the Student and Advisor(s)

Discuss the credit system at your host institution with your academic advisor(s) and complete the section below:

- What is the average course-load at my host institution? _____
- What is the minimum number of credits I need to enroll in at my host institution to maintain full-time student status (minimum 12 WC credits)? _____
- On average, will my overseas courses transfer back as 3+ WC credits to be considered eligible for major/minor fulfillment? (Circle one) Y / N

If you take a course abroad that was not pre-approved, download another copy of this form, complete it, and send it to your academic advisor and the appropriate department heads as soon as possible after registering for the new course(s). Email it in PDF format to geo@washcoll.edu after you have all required signatures.

For Advisors and Department Heads:

- Special Topics Course: If a course abroad does not have a direct WAC equivalent, please mark it as a special topics course, using the department code and 194, 294, 394, or 494 as appropriate for the course's level.
- Major/Minor/Gen Ed./Elective: Please mark how each course should be applied to the student's degree plan. If a student has more than one major or minor, write in which one(s) the course should be applied to as appropriate.