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WASHINGTON COLLEGE

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.

STEP 1 – Complete the following:

			/ /
Last Name	First Name	Middle Initial	Date of Birth

Washington College ID#	Study Abroad Institution	Country

Time Period of Study Abroad Program (check appropriate semester/session/term, then indicate year in writing)

☐ Fall Semester 20__   ☐ Spring Semester 20__   ☐ Academic Year 20__-20__

STEP 2 – 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. A few institutions have pre-determined courses that do not require pre-approval.

STEP 2 – Determine the appropriate approval method for your study abroad institution with your academic advisor (see details on the reverse side). Mark the section below:

☐ Pre-Determined Coursework	☐ Select from Pre-Approved Catalog
☐ Outline Personal Requirements/Goals	☐ Anticipated Courses Pre-Approval

STEP 3 – 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

STEP 4 – Complete the reverse side of this document to its fullest extent. Sign the document, procure any additional necessary signatures, and return to GEO before departure.

Approval Methods	
Pre-Determined Coursework – This option is only available for the following 2 programs: the Hansard Scholars Programme and MSID Senegal.	**Select from Pre-Approved Catalog** – This option is only available for the following 2 programs: China Studies Institute and the Arava Institute
Outline Personal Requirements/Goals – This option is for students attending an institution that does not publish their catalogs online or institutions that do not publish their catalogs prior to students' departure because of discrepancies between academic calendars. With their academic advisors, students should determine what type of courses they should register for upon arrival.	**Anticipated Courses Pre-Approval** – This option is for study abroad institutions that either have course catalogs published online from the previous year or have directly sent their catalog to applicants. These students are equipped to select their anticipated and intended schedules for pre-approval prior to departure.

Anticipated Courses Pre-Approval

Host Program/University Information		Washington College Information	
Course Number and Full Name	Credits	Equivalent Course Number and Name	Signature of Dept. Chair

Outline Personal Requirements/Goals

Major Requirements:	Minor Requirements:
Distribution/General Education Requirements:	Electives:

Selection from Pre-Approved Course Catalog

Course Number and Full Name	Credits	Course Number and Full Name	Credits

Faculty Advisor Signature   Date

Student Signature   Date