



**PRELIMINARY COURSE APPROVAL**  
Instructions

- List the courses that you intend to take while studying abroad, as well as several additional courses to be used as alternates if your original course selection is not available.
- Make sure to list any required courses you will be taking (a required language course, a core seminar, a required course at a university, etc.)
- If the course catalog for the university you are studying at has not been published yet, list any courses that you are required to take and indicate that you will obtain final approval for your courses via e-mail.
- If you are studying on a program with a prescribed course of study (such as SIT), simply list the four required courses that you will take.
- Each course must be signed for by an **approver**:
  - For courses that you wish to count as electives within your **major** or sequence, the approver is your **department chair**. Students may generally count up to one course towards their major with departmental approval, and some majors will count two courses.
  - For courses counting towards **GE** requirements, the approver is the **chair** of the academic department responsible for that GE.
  - **All other courses – those not counting towards a major or a GE – must be approved by the Registrar.**
  - For a course to be approved, it must be worth at least three U.S. semester credits
  - The total number of credits listed should be at least 15.
  - Approvers reserve the right to make final approval contingent on the provision of a syllabus or a collection of work received after the course is complete.

See the example below:

Proposed Course Title/Code	Credit	Approver's Signature
<u>Required Spanish Course</u> Fulfills ... <input type="checkbox"/> Major 1 <input type="checkbox"/> Major 2 <input type="checkbox"/> GE <input checked="" type="checkbox"/> Other/Elective	_3_	<u>ELIZABETH MORGAN</u>
<u>Cultural Myths and Spanish Literature</u> Fulfills ... <input checked="" type="checkbox"/> Major 1 <input type="checkbox"/> Major 2 <input type="checkbox"/> GE <input type="checkbox"/> Other/Elective	_3_	<u>Nicholas Warner</u>
<u>University Psych. Course</u> Fulfills ... <input type="checkbox"/> Major 1 <input checked="" type="checkbox"/> Major 2 <input type="checkbox"/> GE <input type="checkbox"/> Other/Elective	_3_	<u>To Be Approved</u>
<u>History of Spanish Painting</u> Fulfills ... <input type="checkbox"/> Major 1 <input type="checkbox"/> Major 2 <input type="checkbox"/> GE <input checked="" type="checkbox"/> Other/Elective	_3_	<u>ELIZABETH MORGAN</u>
<u>Religion in Contemporary Spain</u> Fulfills ... <input type="checkbox"/> Major 1 <input type="checkbox"/> Major 2 <input checked="" type="checkbox"/> GE <input type="checkbox"/> Other/Elective	_3_	<u>Gary Gilbert</u>

**FORM CONTINUES ON BACK**



**PRELIMINARY COURSE APPROVAL**  
(see instructions on back)

Name \_\_\_\_\_ ID# \_\_\_\_\_  
 Major 1 \_\_\_\_\_ Major 2 \_\_\_\_\_  
 Sequence: \_\_\_\_\_  
 Dual  Double Program \_\_\_\_\_ Study Site \_\_\_\_\_

Proposed Course Title/Code	Credit	Approver's Name	Approver's Signature
<u>Language Course</u> Fulfills ... <input type="checkbox"/> Major 1 <input type="checkbox"/> Major 2 <input type="checkbox"/> GE <input checked="" type="checkbox"/> Other/Elective	_____	_____	_____
<u>University Course (in foreign language)</u> Fulfills ... <input type="checkbox"/> Major 1 <input type="checkbox"/> Major 2 <input type="checkbox"/> GE <input type="checkbox"/> Other/Elective	_____	_____	_____
_____ Fulfills ... <input type="checkbox"/> Major 1 <input type="checkbox"/> Major 2 <input type="checkbox"/> GE <input type="checkbox"/> Other/Elective	_____	_____	_____
_____ Fulfills ... <input type="checkbox"/> Major 1 <input type="checkbox"/> Major 2 <input type="checkbox"/> GE <input type="checkbox"/> Other/Elective	_____	_____	_____
_____ Fulfills ... <input type="checkbox"/> Major 1 <input type="checkbox"/> Major 2 <input type="checkbox"/> GE <input type="checkbox"/> Other/Elective	_____	_____	_____
_____ Fulfills ... <input type="checkbox"/> Major 1 <input type="checkbox"/> Major 2 <input type="checkbox"/> GE <input type="checkbox"/> Other/Elective	_____	_____	_____

**All students who study abroad at one destination for the full academic or calendar year** are required to obtain permission from their department chair. Students who are pursuing a dual or double major must obtain permission from both chairs. Please have the relevant chair(s) sign below. If you have petitioned to study at two locations and have already received approval from your Department Chairs, you can disregard this section.

This student applicant and I have discussed the proposed study abroad plan, including the ability to complete the necessary coursework to graduate on time and this student has my permission to be away from campus for two semesters:

Signature: \_\_\_\_\_ Department: \_\_\_\_\_ Date: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Department: \_\_\_\_\_ Date: \_\_\_\_\_

**I understand that this is a preliminary list, and I have listed all required courses. Once I am abroad, I understand that if my course selections change from those approved here, it is my responsibility to inform the Office of Off-Campus Study, the Registrar, and the relevant department chair, and obtain approval for my new courses.**

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_