Study Abroad Course Approval Process
(For Partnerships and Non-GV Programs)

All students must select courses at the host university
(visit the host institution's website for course availability and descriptions)

All students must secure departmental approval for courses completed abroad, unless the courses are listed on the GVSU Course Equivalency list. All approvals must be turned into PIC.

Some students benefit from pre-approved course equivalency lists available through the Study Abroad website. Visit www.gvsu.edu/sa, click on "Academics".

Approval for University requirements

**SWS Course**
- Review SWS requirements at GVSU at: www.gvsu.edu/sws.
- Find courses at the host institution that meet the SWS criteria.
- Upon return to GVSU, prepare packet with detailed course information and all of your completed assignments.
- Email documents to the Director of SWS.
- SWS Director will review supporting documents. Student will be notified of final approval. NOTE: SWS approval will not be determined until after completion of the course. Approval will not be made prior to departure.

**General Education (GE) Issues**
- Review guidelines on PIC website: www.gvsu.edu/sa Click on “Academics”.
- Within 30 days upon return from your study abroad, complete the Study Abroad Issues Approval Form. Students must include the departmental approval for each course they are proposing, and a written reflection essay.
- Submit form to: General Education email at: gened@gvsu.edu
- Your documents will be reviewed by the General Education Director. Students will be notified of final approval via email by the GE Director.
- The General Education Director will review supporting materials. Student will be notified of final approval via email by the GE Director.

**General Education (GE) Foundations**
- If the GVSU course equivalency is a course already listed in the GE Foundations handbook, NO further approval is necessary.
- Example: If a course is approved by the department as ART 101 it will automatically count towards Art Foundations. See General Education catalog for course listings.

**Major/Minor**
- Meet with your academic advisor to ensure that the overseas courses selected will fulfill your major or minor requirements.

**Intercultural Training Certificate (ITC)**
- Meet with Dr. Regina McClinton, Director of ITC, mcclintr@gvsu.edu
- A list of core/elective courses already approved for ITC is available online at www.gvsu.edu/itc

**Example**
- If a course is approved by the department to count as ART 380, this course is not listed as an option that will fulfill the Art Foundations category. Approval from GE is required in order for ART 380 to meet the Art Foundations requirement.