

# DEPARTMENTAL COURSE APPROVAL FORM FOR STUDY ABROAD

This form should be used for securing departmental approval for the courses you want to take abroad and may help you determine the degree requirements you will fulfill upon successful completion of the courses listed below. Attach a separate sheet if additional space is needed.

**Students should fill in shaded areas ONLY. Important:** Students should list more courses than needed in the event of schedule changes once abroad.

Each department has discretion on how to evaluate study abroad courses. Advisors may need to review course materials upon your return before making a final decision. In such instances, a tentative approval will be granted. Advisors who issue a tentative approval should also provide an alternative course equivalent so that students are informed of how a course will transfer if the materials presented upon return fail to meet specific criteria.

## Student Information (Print clearly)

Name \_\_\_\_\_ Email \_\_\_\_\_ G Number \_\_\_\_\_ Major(s) \_\_\_\_\_ Minor \_\_\_\_\_

Study Abroad Program and/or Host University \_\_\_\_\_ Semester(s) abroad: Fall 20\_\_\_\_ Winter 20\_\_\_\_ Spring/Summer 20\_\_\_\_

### ATTACH THE FOLLOWING INFORMATION TO THIS FORM:

- Course descriptions or syllabi for the courses you would like to take abroad. Course descriptions/syllabi must contain the following information:
  - contact hours (number of hours the class meets in the semester)
  - List here the total number of credits your host institution considers to be full-time for one semester \_\_\_\_\_
- Materials related to your academic program (host institution, study abroad provider, if applicable, and semester dates.)

**A SEPARATE COURSE APPROVAL FORM SHOULD BE USED FOR EACH DEPARTMENT. Once completed, turn in to the Padnos International Center (130 LOH).**

This section is to be completed by the relevant Academic Department .

<u>To be completed by the Student</u>	GVSU Course Equivalency (do not use GEN credit)	# of GVSU Credits	Requirement to be fulfilled (e.g. History major, EAS minor, elective, etc.)	one-time approval or in all cases?	Is this tentative or final approval? <i>If tentative, please list the alternative course approval.</i>
Host institution course title and course code (if available)  <i>Example: AEB 406 European Economics</i>	<i>ECO 365</i>	<i>3 credits</i>	<i>Fulfills requirement for ECO major</i>	<i>All cases</i>	<i>Tentative: ECO380 alternate course</i>

\_\_\_\_\_  
Department Contact Person (print Name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date