

STUDY ABROAD COURSE APPROVAL PROCESS STEP-BY-STEP INSTRUCTIONS

WHO SHOULD USE THIS FORM?

This packet should be used by students participating in study abroad programs where credit will be transferred back to GVSU from a host institution (for example: exchange programs, affiliate programs and non-GVSU programs). Do not use this form for faculty-led or other arrangements where credit is awarded by GVSU.

1. **Research the degree requirements** you still need to fulfill to earn your GVSU degree. MyPath is a degree planning and evaluation tool available to students at any time.
2. **Research courses available** at the host university (pay close attention to whether or not the course you wish to take is offered the semester you plan to be abroad.)
3. **List your desired study abroad courses** and alternate course options on the Academic Planning Form. Make a note on what degree requirement you hope each course will fulfill.
4. **Pre-approved courses.** Some students will benefit from pre-approved courses through GVSU's partnerships and affiliate programs. Visit the Study Abroad website for a list of institutions that have a GVSU Course Equivalency Chart to see if the courses you want to take are already approved at GVSU. If a course you wish to take abroad is listed on the GVSU course equivalency chart, you do not need to secure departmental approval for that course. However, please complete the Departmental Course Approval Form listing the host institution course and the GVSU course equivalency you want reflected on your GVSU record upon completion of your program. Please note on your form that the course was listed on the GVSU Course Equivalency Chart. The GVSU Course Equivalency Charts can be found at: www.gvsu.edu/studyabroad, click on "Academics."
5. **Verify that you have the required information** needed to request departmental approval for the course(s) you want to take abroad. Each course must have the following information:
 - Detailed course description (syllabus preferred)
 - Contact hours—confirm the number of weeks in the semester (excluding exam period) and the number of hours per week you meet for class.
 - Total number credits the host university considers full-time for one semester. _____

If you cannot check each of the boxes above for each course you want pre-approved, please visit the Padnos International Center for assistance.
6. **Schedule appointments to meet with the relevant academic departments** to secure course approval and to secure the GVSU course equivalency for the courses you wish to take abroad. **Please note:** each department may have a different approval process. For details on who to contact in each department, visit the PIC website at: www.gvsu.edu/studyabroad, click on Academics. Students may secure departmental approval via email. All email approvals must be forwarded to Chris Borda in the Padnos International Center at bordac@gvsu.edu.
7. **Submit completed and signed Departmental Approval Form into PIC. KEEP A COPY FOR YOUR RECORDS!**

WHILE ABROAD

You may become interested in taking a course that was not included on your pre-approval form, but might be pertinent to a specific degree requirement. Gather as much information as you can about the course and consult with the Chair of the relevant academic department at GVSU via email. All course approvals received via email must be forwarded to Chris Borda in the Padnos International Center at bordac@gvsu.edu.

RETURNING HOME

Keep course materials (syllabi, papers, presentation materials, graded exams, lecture and reading notes, etc). When you return, you may need to petition for a course to meet a specific degree requirement if final approval was not given in advance.