

Instructions for Study Abroad Course Approval Form

For Students:

To assist you with the selection and transfer of course credit from your study abroad program, the Center for International Education (CIE) has developed these guidelines to assist you in the completion of the Study Abroad Course Approval Form.

CIE recommends that you meet with your Academic Advisor to determine your specific course selections to ensure you meet degree requirements.

1. Run a degree evaluation in Banner to identify what courses you need to complete your major/minor and general education requirements.
2. Review the courses offered by your education abroad program and decide what classes you want to take.
 - Course catalogs and descriptions can be found on the program or host institution's website, though it may take some "digging" and personal research.
3. Decide how you want the courses you take abroad to transfer back to UMW.
 - Three options:
 - *UMW Equivalent* – a numbered UMW course such as SPAN 202 (Intermediate Spanish) or ENGL 302 (Introduction to Creative Writing); Department Chair's signature required. Indicate if course has pre-requisite and whether or not it has been met.
 - *Major/minor Elective* – a course within your major or minor discipline that will be used as an upper level elective within that major or minor; Department Chair's signature required
 - *Not Major Elective Credit* – a course taken for academic credit towards the total 120 credit degree requirement but that does not specifically fulfill a general education or major/minor degree requirement; Department Chair's signature NOT required
4. Obtain required signatures and submit the completed form to the CIE office in Lee Hall.

NOTE: For credit transfer, the course(s) taken abroad must be graded and course(s) taken on a pass/fail basis do not qualify for transfer of credit.

For Department Chairs:

Your signature is required for all courses that the student would like transferred as UMW equivalent courses or major/minor upper-level elective courses.

For Academic Advisors:

Your signature is required on the form to ensure that students have met with you to discuss their study abroad programs and academic plans.

Study Abroad Course Approval Form

Only the courses that are pre-approved before departure are guaranteed to transfer back to UMW.

Student's Name _____ Banner #000 _____ Major(s) _____ Minor _____

Program Information _____ Program Dates -From _____ To: _____
Name of Host University /Education Abroad Provider & Location (City & Country)

To Student: Please list all the courses you wish to take abroad. Give this form and a copy of each course description to the Chair of the academic department where you will seek credit. You must also meet with your academic advisor for approval and signature. Courses that are not in the student's major (electives) can be approved for transfer through the Center for International Education (CIE). Fifty percent of major courses must be completed at UMW. Fifteen of the last 21 credits toward a degree must be completed at UMW. **You must receive at least a "C" (2.0) in the course to earn transfer credit.** Transfer credit does NOT affect your UMW GPA. Final approval of transfer credit is subject to all UMW regulations as published in the current *Dictionary of Academic Regulations*. **Please read the following statement, sign, date, and return completed form to CIE.**

I have been fully appraised by CIE of all UMW policies, procedures, and regulations related to study abroad, and will comply with and complete all such requirements. I assume full responsibility for meeting all of my degree requirements.

Student Signature _____ Date _____ Academic Advisor Signature _____ Date _____

To Department Chair: Please review the course(s) that apply to your department and signoff on how each will transfer back to UMW. If the course is transferring as a UMW Equivalent, please add course numbers (and suffix, if applicable). If you have questions, please contact CIE at (540) 654-1434.

| FOR STUDENT TO COMPLETE | FOR DEPARTMENT CHAIR OR CIE TO COMPLETE | | | |
|--------------------------------------|---|--------------------------------|---|--|
| International Course Title & Credits | How Course will transfer back to UMW | # of transfer credits approved | Approval Signature of Department Chair or CIE | Additional Notes (Minor, Special Major, requirement course will fulfill, etc...) |
| | <input type="checkbox"/> UMW Equivalent: _____ Prereq has been met for this course : <input type="checkbox"/> Major/Minor Elective Credit <input type="checkbox"/> Not Major Elective Credit | | | |
| | <input type="checkbox"/> UMW Equivalent: _____ Prereq has been met for this course : <input type="checkbox"/> Major/Minor Elective Credit <input type="checkbox"/> Not Major Elective Credit | | | |
| | <input type="checkbox"/> UMW Equivalent: _____ Prereq has been met for this course : <input type="checkbox"/> Major/Minor Elective Credit <input type="checkbox"/> Not Major Elective Credit | | | |
| | <input type="checkbox"/> UMW Equivalent: _____ Prereq has been met for this course : <input type="checkbox"/> Major/Minor Elective Credit <input type="checkbox"/> Not Major Elective Credit | | | |
| | <input type="checkbox"/> UMW Equivalent: _____ Prereq has been met for this course : <input type="checkbox"/> Major/Minor Elective Credit <input type="checkbox"/> Not Major Elective Credit | | | |

General Education Requirement selection:
NOTE: Student to submit contract to CIE & Registrar prior to departure.

Additional Notes: