

# 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 \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_ Advisor \_\_\_\_\_  
Name of Host University /Education Abroad Provider & Location (City & Country)      month/day/year      month/day/year

**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 you wish to approve courses. 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, or a student must complete a "Residency Waiver" request from Academic and Career Services. For credit transfer, the course must be graded and the student must earn a grade of "C" (2.0) or better. Courses taken on a "pass/fail" basis do not qualify for transfer of credit. Final approval of transfer credit is subject to all UMW regulations as published in the current *Dictionary of Academic Regulations*. **After receiving approvals, please read the following statement, sign, date, and return to CIE. Thank you.**  
**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

**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 : Yes or No <input type="checkbox"/> Major Elective Credit <input type="checkbox"/> Not Major Elective Credit			
	<input type="checkbox"/> UMW Equivalent: _____ Prereq has been met for this course : Yes or No <input type="checkbox"/> Major Elective Credit <input type="checkbox"/> Not Major Elective Credit			
	<input type="checkbox"/> UMW Equivalent: _____ Prereq has been met for this course : Yes or No <input type="checkbox"/> Major Elective Credit <input type="checkbox"/> Not Major Elective Credit			
	<input type="checkbox"/> UMW Equivalent: _____ Prereq has been met for this course : Yes or No <input type="checkbox"/> Major Elective Credit <input type="checkbox"/> Not Major Elective Credit			
<b>UMW General Education Contract</b>	Experiential Learning or Global Inquiry (circle one) – <b>NOTE: Student to submit contract to Registrar prior to departure.</b>			HAS Contract been submitted to the Registrar? Yes or No (circle one)