

## **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.

