



STUDY ABROAD APPROVAL FORM

Students who participate in a Study Abroad experience will receive WC credit when they return from foreign study. Using this worksheet to obtain pre-approval of your international coursework assures that the Registrar will post the appropriate WC course numbers and credit values to your academic record as soon as an official transcript is received from the foreign institution. **You must complete this form prior to departure to guarantee credit transfer. Failure to obtain all equivalencies on this sheet prior to departure, including possible alternate courses, will result in the delay of posting your credits and grades upon your return.**

Instructions:

1. **Meet with your faculty advisor.** Bring this worksheet, the Grade and Credit Conversion sheet for your foreign institution, and course descriptions or syllabi for your preferred foreign coursework to this meeting.
2. **Complete this worksheet with your advisor.** List the name and number for the foreign courses in the left column, the number of credits or hours this course is worth according to the host institution's course description/syllabus in the second column, and the equivalent course number at WC in the third column. List courses in order of preference.
3. **Obtain the required signatures.** Your faculty advisor should sign the worksheet at the end of your meeting. Then you must schedule appointments with the Department Chairs for all courses you might take, including alternate courses. The Department Chairs must sign the last column to approve each individual course.
4. **Submit this completed worksheet to the Office of International Programs before the last day of the semester prior to your expected departure.**
5. **If your course schedule changes while abroad,** you must **immediately** send an email to the relevant Department Chair(s) to have additional courses approved. Make sure to copy your faculty advisor and the Director of OIP on all correspondence.

Last Name	First Name	MI	Washington College ID#
			/ /
Degree Program / Major	Start Term at WC	Current Class Year	Date of Birth (mm/dd/yy)

Program / University you plan to attend	City	Country

Time Period of Study Abroad Program (check appropriate semester or session, then indicate year in writing):

Fall semester _____
 Spring semester _____
 Full academic year _____

Host Program / University Information		Washington College Information	
Course number and full title	Credits	Equivalent course number	Signature of Department Chair

Faculty Advisor Signature	Date