

## ACADEMIC COURSE APPROVAL FORM – STUDY ABROAD

### INSTRUCTIONS (Please read thoroughly before meeting with your academic advisor)

**STUDENTS:** Review the list of courses offered at your host institution of study on the host institution's website or on our transfer equivalency lists for exchange partner universities. Bring a list of the courses you are interested in taking to a meeting with your Academic Advisor so they can discuss with you how your proposed courses will count toward your WSU degree. It is recommended that you select multiple courses for potential enrollment, should certain courses not be available at the time of your enrollment.

At the time of enrollment at your host institution, you may enroll in courses not listed on this form. In this case, you must have each course evaluated through the Office of International Education to determine course equivalency.

**ADVISORS:** Please review the instructions for students listed above. If the student is attending one of WSU's exchange partner universities, then the courses may have already been evaluated and will be listed on our course equivalency lists that are on our website for each specific partner university. If the courses are not already listed on our course equivalency lists, regardless of whether the student will study at an exchange partner university or through a different program, then please contact us to check Banner or have courses evaluated. Each course that is not listed on the transfer equivalency list (or in Banner in some cases) must be evaluated by the academic department/college in which the course would be housed. You should first list all the courses that have already been evaluated and are listed on our course equivalency list on this form. Then, email study abroad with the necessary requirements (see page 3) to have the other courses evaluated by the Office of International Education and added to this form for the student.

### Notes:

- Credit is not officially approved until you have completed your classes and your transcript is sent to the Office of International Education.
- When courses are not already listed on our course equivalency lists, then they must be sent for evaluation through the Office of International Education (see page 3).
- Please be aware, courses that do not have a specific WSU equivalent will be listed as an elective on your transcript based on the evaluation by the department (ex. COMM 2000 = lower division elective in Communications; HIST 4000 = upper division elective in History)

**ACADEMIC COURSE APPROVAL FORM – STUDY ABROAD**

Name: \_\_\_\_\_ MyWSU ID: \_\_\_\_\_

Major(s): \_\_\_\_\_ Minor(s): \_\_\_\_\_

Host Program (University and Provider, if applicable): \_\_\_\_\_ Country: \_\_\_\_\_

Program Start Date (include month & year): \_\_\_\_\_ Program End Date (include month & year): \_\_\_\_\_

Email: \_\_\_\_\_ Expected Graduation Date (include month & year): \_\_\_\_\_

**Student acknowledgement**

I understand that it is my responsibility to make sure the credit hours I earn at the host institution transfer to Wichita State University. I understand that it is my responsibility to ensure that a transcript or academic record of credit taken abroad is sent to the WSU Office of International Education within one semester of the end of my program.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**COMPLETED BY YOUR ACADEMIC ADVISOR:**

**Academic Information**

- Is the applicant in good academic standing?    Yes        No

**Intended Graduation**

- Will the applicant meet the 24/30 or 50/60 credit hour graduation requirement if he/she studies abroad?    Yes        No
- I have discussed this graduation requirement and any other requirements that could be compromised due to completing a study abroad program due to the transfer of credit hours from another institution?    Yes        No

**I have discussed the option of study abroad with the above named applicant and hereby:**

I approve the student's participation in the program listed above.

I conditionally approve the student's participation, subject to the conditions listed below:

I do not approve this student's participation, for the reason listed below:

\_\_\_\_\_  
\_\_\_\_\_

Advisor's Name (NOT Faculty Advisor): \_\_\_\_\_ College/Department: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Student Name: \_\_\_\_\_ MyWSU ID: \_\_\_\_\_

Host Institution: \_\_\_\_\_

<b>COURSE #</b>	<b>COURSE TITLE AT HOST INSTITUTION</b>	<b>WSU COURSE EQUIVALENT</b>	<b>WSU COURSE TITLE OR DEGREE AUDIT INFORMATION</b>
Ex: M430	Principles of Marketing	MKT 300	Marketing
ECE 101A	Electrical Engineering I	ECE 2000	Elective
ENGL 101B	Irish Literature	ENGL 4000	Approved for ENGL literature elective

**Advisors:** Please list the courses that the student intends to take at the host institution that are already listed on our course equivalency lists before emailing the Office of International Education to have other courses evaluated. If the course is an “elective” at WSU and should count for something specific on the student’s degree audit (and has been approved to do so through the Office of International Education course evaluation process) such as “international studies geographical area specialization course”, please include that information. To have courses evaluated by the Office of International Education, please email studyabroad@wichita.edu with a course syllabus in English. We will then send the evaluations through the TES transfer equivalency system to the specific departmental/college evaluator. Evaluations can take up to 3 weeks to receive back. Once we receive the evaluation back, we will email the student and/or advisor with the transfer equivalency information.