

Course Pre-Approval Form Guide:

The Course-Pre Approval Form is used to ensure students studying abroad will have coursework transfer back as WSU equivalents towards their specific graduation requirements. The student and his/her academic advisor need to complete the form and return to the Global Learning Department prior to departure.

Course Pre-Approval Form

All WSU Students must complete this form as part of the Education Abroad application process.

Global Learning Dept. use only.
 GL Advisor Initials: _____

Student Information: Program Type: Exchange Faculty-Led Provider Program/Other

Student Name: _____ WSU ID#: _____

Major(s): _____ Academic Advisor's Name: _____

Minor(s): _____ Term Abroad: _____ Year Abroad: _____

Program Name or Host University: _____ Global Learning Advisor's Name: _____

Before you complete this form:

1. Attend a Global Cougs 101 (GC101) session.
2. Meet with a Global Learning Advisor (optional).
3. Research courses you plan to take abroad, find course descriptions or syllabi for the courses.
4. List the course information of any course you plan to take abroad in the appropriate tables, including alternative courses.

Then:

5. Meet with your Academic Advisor to review and approve courses listed on this form.
6. Obtain additional signatures for courses to fulfill minor, Honors, and UCDRE requirements.
7. Submit completed form to Global Learning Department in Bryan 105 or scan to ip.globalllearning@wsu.edu prior to the beginning of your program.

The student should fill out this portion of the form.

Academic Advisors will discuss with the student what courses he/she wants to take abroad and what WSU requirements they might fulfill (ask the student to provide a list of classes and any information from the study abroad program to assist in finding WSU courses).

If you are the student's MAJOR advisor you will fill in the MAJOR Requirements section; MINOR advisors will fill in the MINOR Requirements section.

Students and advisors, please keep a copy of this form for your own records.

COURSES THAT FULFILL MAJOR REQUIREMENTS

REQUIRED	Advisor's Initials	Study Abroad Course (Prefix, Number, Title)	Fulfills WSU Major Course (Prefix and Number)	Upper/Lower Division	Advisor Notes: (Please list any grade/credit expectations and/or if lab course)

Major Advisor: Your signature indicates that the above courses will satisfy the listed Major requirements.

Major Department Advisor's signature _____ Print name _____ Date _____

COURSES THAT FULFILL MINOR REQUIREMENTS

REQUIRED	Advisor's Initials	Study Abroad Course (Prefix, Number, Title)	Fulfills WSU Minor Course (Prefix and Number)	Upper/Lower Division	Advisor Notes: (Please list any grade/credit expectations and/or if lab course)

To have the form accepted with International Programs Transcript Evaluation Team, the Academic Advisors must:

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- Fill in the “Fulfills WSU Major/Minor Course” section (your student may do this for you)
- Initial each course to ensure it has been approved.
- Signify if it is an Upper or Lower Division course at a minimum, exact WSU course preferred.
- Sign the signature line (date and print your name as well).

COURSES THAT FULFILL WSU REQUIREMENTS (UCORE)					
1. Complete this section with your Academic Advisor.					
2. Attach description/syllabi of the study abroad courses.					
3. Submit completed form to the Office of Undergraduate Education (OUE) in CUE 403. You will be contacted after review.					
REQUIRED					
Advisor's Initials	Study Abroad Course (Prefix, Number, Title)	Fulfills this UCORE Requirement	Upper/Lower Division	UCORE Official Initials	Advisor Notes: (list any grade/credit expectations and/or if lab course)
UCORE signature (Vice Provost)		Print name		Date	

If a student is going to take a UCORE abroad, there is an **additional step**. Academic Advisors need to first initial the course and signify their review of the student’s UCORE determination of what the foreign class will fulfill BEFORE the student sends it to the OUE for final approval.

COURSES THAT WILL BE USED AS ELECTIVES			
List study abroad courses that will not fulfill any specific graduation requirements. These courses, and any other courses not listed on this form, will be elective credits. If receiving upper division elective credit, please contact your Global Learning advisor.			
REQUIRED			
Student's Initials	Study Abroad Course (Prefix, Number, Title)	Student's Initials	Study Abroad Course (Prefix, Number, Title)
Student: Your signature indicates that you understand that courses listed here are electives.			
Student's signature		Print name	Date
I understand that only courses evaluated and listed on this form can be used to fulfill the equivalencies identified. I understand that I must pass each course to receive credit for that course.			
Student's signature		Print name	Date

The student can sign off on the electives he/she will be taking abroad on the back side of the form before signing it and returning it to the Global Learning Department. These are courses which will simply be listed as general university electives.

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Students needing course approval for a required course outside of your department which does not counting toward a major or minor should have that course approved by the appropriate department. Any course a student wishes to be counted as upper division **must have** departmental approval from that department.

Here is a copy of a Completed Course Pre-Approval form:

Course Pre-Approval Form Guide:

Course Pre-Approval Form

Global Learning Dept. use only.
GL Advisor Initials: _____

All WSU Students must complete this form as part of the Education Abroad application process.

Student Information: Program Type: Exchange Faculty-Led Provider Program/Other

Student Name: A Student WSU ID#: 01100110

Major(s): Political Science Academic Advisor's Name: Advisor Name

Minor(s): IBus Term Abroad: Summer Year Abroad: 2016

Program Name or Host University: Some School Global Learning Advisor's Name: GL Person

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4. List the course information of any course you plan to take abroad in the appropriate tables, including alternative courses.

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6. Obtain additional signatures for courses to fulfill minor, Honors, and UCORE requirements.
7. Submit completed form to Global Learning Department in Bryan 105 or scan to ip.globallearning@wsu.edu prior to the beginning of your program.

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COURSES THAT FULFILL MAJOR REQUIREMENTS

REQUIRED				
Advisor's Initials	Study Abroad Course (Prefix, Number, Title)	Fulfills WSU Major Course (Prefix and Number)	Upper/Lower Division	Advisor Notes: (Please list any grade/credit expectations and/or if lab course)
<u>AW</u>	<u>Politics of Unicorns & Fairies</u>	<u>PoliSci 301</u>	<u>Upper</u>	
<u>AW</u>	<u>Climate of Political Change in Middle Earth</u>	<u>Poli Sci Elective</u>	<u>Upper</u>	

Major Advisor: Your signature indicates that the above courses will satisfy the listed Major requirements.

Signature Advisor Name Today
Major Department Advisor's signature Print name Date

COURSES THAT FULFILL MINOR REQUIREMENTS

REQUIRED				
Advisor's Initials	Study Abroad Course (Prefix, Number, Title)	Fulfills WSU Minor Course (Prefix and Number)	Upper/Lower Division	Advisor Notes: (Please list any grade/credit expectations and/or if lab course)
<u>A2N</u>	<u>Finance Management of Funding Hogwarts</u>	<u>Fin 496</u>	<u>↑</u>	
<u>A2N</u>	<u>Marketing for Wizards</u>	<u>Mktg 380</u>	<u>↑</u>	
<u>A2N</u>	<u>Managing + Financials for Storm Troopers</u>	<u>Bus Elective</u>	<u>↓</u>	

Minor Advisor: Your signature indicates that the above courses will satisfy the listed Minor requirements.

Signature Advisor #2 Name Today
Minor Department Advisor's signature Print name Date

Revised: October 6, 2015

GLOBAL LEARNING

BRYAN 105
ip.globallearning@wsu.edu
(509) 335-6204

Office of International Programs
Washington State University

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This one needs some missing information:

Global Learning Dept. use only.
 GL Advisor Initials: _____

Course Pre-Approval Form

All WSU Students must complete this form as part of the Education Abroad application process.

Student Information:		Program Type: <input type="checkbox"/> Exchange <input checked="" type="checkbox"/> Faculty-Led <input type="checkbox"/> Provider Program/Other	
Student Name: <u>A Student</u>	WSU ID#: <u>011001110</u>		
Major(s): <u>Stuff</u>	Academic Advisor's Name: <u>Advisor Person</u>		
Minor(s): <u>Things</u>	Term Abroad: <u>Fall</u> Year Abroad: <u>2016</u>		
Program Name or Host University: <u>Abroad</u>	Global Learning Advisor's Name: <u>GL Person</u>		

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Students and advisors, please keep a copy of this form for your own records.

COURSES THAT FULFILL MAJOR REQUIREMENTS				
REQUIRED	Study Abroad Course (Prefix, Number, Title)	Fulfills WSU Major Course (Prefix and Number)	Upper/Lower Division	Advisor Notes: (Please list any grade/credit expectations and/or if lab course)
AP	<u>Food & Culture of Earth</u>	<u>"</u>		
AP	<u>Stuff & Things</u>	<u>elective</u>		
AP	<u>Music of somewhere</u>	<u>elective</u>		

Major Advisor: Your signature indicates that the above courses will satisfy _____ Major requirements.

<u>Signature</u>	<u>Advisor Person</u>	<u>Today</u>
Major Department Advisor's signature	Print name	Date

COURSES THAT FULFILL MINOR REQUIREMENTS				
REQUIRED	Study Abroad Course (Prefix, Number, Title)	Fulfills WSU Minor Course (Prefix and Number)	Upper/Lower Division	Advisor Notes: (Please list any grade/credit expectations and/or if lab course)

Without information on what type of elective or class prefix or number, the student will not get credit for the class abroad.

Please contact Global Learning with any questions or concerns regarding the Course Pre-Approval or the education abroad process.