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.

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.

To have the form accepted with International Programs Transcript Evaluation Team, the Academic Advisors must:
Course Pre-Approval Form Guide:

- 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).

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.

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.
Course Pre-Approval Form Guide:

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

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

<table>
<thead>
<tr>
<th>Student Information:</th>
<th>Program Type:</th>
<th>☐ Exchange</th>
<th>☐ Faculty-Led</th>
<th>☑ Provider Program/Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Name: A Student</td>
<td>WSU ID#: 01100110</td>
<td>☐ Exchange</td>
<td>☐ Faculty-Led</td>
<td>☑ Provider Program/Other</td>
</tr>
<tr>
<td>Major(s): Political Science</td>
<td>Academic Advisor's Name: Advisor Name</td>
<td>☐ Exchange</td>
<td>☐ Faculty-Led</td>
<td>☑ Provider Program/Other</td>
</tr>
<tr>
<td>Minor(s): Bus</td>
<td>Term Abroad: Summer</td>
<td>☐ Exchange</td>
<td>☐ Faculty-Led</td>
<td>☑ Provider Program/Other</td>
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<tr>
<td>Program Name or Host University: Some School</td>
<td>Year Abroad: 2016</td>
<td>☐ Exchange</td>
<td>☐ Faculty-Led</td>
<td>☑ Provider Program/Other</td>
</tr>
</tbody>
</table>

Global Learning Advisor’s Name: GL Person

Before you complete this form:
1. Attend a Global Cougs 201 (GC201) 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 UG Core requirements.
7. Submit completed form to Global Learning Department in Bryan 105 or scan to igloballearning@wsu.edu prior to the beginning of your program.

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

<table>
<thead>
<tr>
<th>COURSES THAT FULFILL MAJOR REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advisor’s Initials</td>
</tr>
<tr>
<td>A2N</td>
</tr>
<tr>
<td>A2N</td>
</tr>
</tbody>
</table>

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

Signature: [Signature]  Advisor Name: [Advisor Name]  Date: [Today]

<table>
<thead>
<tr>
<th>COURSES THAT FULFILL MINOR REQUIREMENTS</th>
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</thead>
<tbody>
<tr>
<td>Advisor’s Initials</td>
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</tbody>
</table>

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

Signature: [Signature]  Advisor #2 Name: [Advisor Name]  Date: [Today]

Global Learning
Bryan 105
globallearning@wsu.edu
(509) 335-6204

International Programs
Undergraduate选项
Course Pre-Approval Form Guide:

This one needs some missing information:

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.