

# COURSE APPROVAL REQUEST FORM

Student Name: \_\_\_\_\_ GW ID #: \_\_\_\_\_ GW School: CCAS ESIA GWSB SEAS SPHHS

Name of Program and Location: \_\_\_\_\_ Semester and Year Abroad: \_\_\_\_\_

## STUDENT INSTRUCTIONS:

**Step 1:** Complete the top of this form (e.g.: name, GWid, etc). Write the title of your study abroad course(s) and course number(s) in columns **1** and **2**. If there is no course number for your abroad class, leave the box blank.

**Step 2:** Check to see if your course has automatic approval. The list of automatic approvals is found in your online application in the Resources section. If automatic approval exists, write the GW Course Equivalent in column **4** and indicate “yes” in column **3**. You do NOT need a faculty signature for automatically approved classes.

**Step 3:** If your course is not on the automatic approval list, you can still receive credit. Take this form and a copy of the course syllabus to the department you want credit from. For example, if you want philosophy credit, you should go to the Philosophy Department. Check the department’s website to learn if there is a designated faculty member who signs all course approvals. It can take several weeks to get a signature, so allow plenty of time. The faculty member will sign and return the form to you. Columns 4-5 are for the faculty to complete. You should only write in columns 1-3.

**Step 4:** Once the form is complete, make a copy to keep for your records. Be sure you have read and understand the tips on the back of this page. Then, submit the form to the Office for Study Abroad.

## FACULTY INSTRUCTIONS:

This student is requesting your approval for the course(s) listed below. The student should provide you with a copy of the course syllabus. If necessary, you may request additional information, such as course work completed. Please return this form to the student within 5 business days of submission.

**Step 1:** Determine the most suitable GW equivalent for the course abroad and write the department code and number in the column **4**.

**Step 2:** If the course abroad is worth more than 3 credits, you may assign multiple GW equivalents in column **4**. Please write the credit breakdown you would like to assign in parentheses after the course code [ex: ITAL 1001 (4) ITAL 1099 (2)].

**Step 3:** Sign in column **5** and **PRINT** your last name next to the signature.

**Step 4:** Return the form to the student. The student will submit it to the Office for Study Abroad.

**\*Note:** Columns 1-3 are for the student to complete. You should only write in columns 4 and 5.

| <b>1</b>  | <b>2</b>                | <b>3</b>               | <b>4</b>   | <b>5</b>  |
|---|-------------------------|------------------------|--|---|
| Study Abroad Course Title<br>in English and Language Abroad | Course Number<br>Abroad | Automatic<br>Approval? | GW Course Equivalent Title and<br>Number (ex: HIST 3001) | Faculty Approval<br>(Please Sign and <u>PRINT</u> Name) |
|   |                         |                        |  |   |
|   |                         |                        |  |   |
|   |                         |                        |  |   |
|   |                         |                        |  |   |

### Tip #1: Transfer of Credit

In order to receive transfer credit, you must attend an accredited and approved program, take the equivalent of 12 U.S. credits while abroad, earn a grade of 'C' or better, not duplicate any previous course work, and receive faculty approval for each course taken abroad. Courses may be approved after you study abroad, but you are strongly encouraged to get approval BEFORE you go. Be sure to keep your coursework.

The Office for Study Abroad (OSA) transfers the number of credits indicated on the study abroad transcript up to 17 credits. Additional credits may be transferred, but students will be charged GW's per credit cost. **In some cases, the number of credits for a course abroad will be more or less than the GW equivalent.** In such cases, faculty may assign more than one equivalent course. Students may not receive more credit for a course than appears on the study abroad transcript.

### Tip #2: Courses Not Taught at GW

If you take a course with no equivalent or corresponding department at GW, you should seek approval for interdisciplinary credit (IDIS). CCAS students should go to Student Services (Phillips Hall 107) to obtain signature approval. Students enrolled in SEAS, ESIA, or GWSB must obtain approval for IDIS courses from their academic advisor.

### **Don't forget!**

- Have your study abroad program or school send a sealed **official transcript** to the Office for Study Abroad.
- Submit a **Course Approval** for *EACH* of the courses you took while abroad. One missing course approval will prevent *all* of your credit from transferring.
- If you do not wish to receive credit for one of your courses, submit a **Declining Credit Form**.
- **It takes 3 weeks** from the time the Office for Study Abroad receives both your official transcript and all of your course approvals and/or declining credit forms to transfer your credits.

### **Questions?**

Office for Study Abroad  
800 21<sup>st</sup> St, N.W.  
Suite 505  
Washington, D.C. 20052  
Phone: 202-994-1649  
Fax: 202-994-9133  
Email: [studyabr@gwu.edu](mailto:studyabr@gwu.edu)  
[www.studyabroad.gwu.edu](http://www.studyabroad.gwu.edu)

### Tip #3: Language Courses

Some language departments give tentative approval until you return. You may be required to submit syllabi and coursework or complete a proficiency exam upon your return. The department will examine the coursework you completed abroad and/or your performance on the exam to determine final credit approval. Once final approval has been obtained from the department, you need to submit a new *Course Approval Request Form* to the Office for Study Abroad.

### Tip #4: Internships

Students who plan to complete an internship for academic credit are strongly encouraged to obtain tentative approval for the internship *before* going abroad. This helps ensure that you complete school specific requirements for earning academic credit for the internship. CCAS students should seek approval first through the department to which the internship relates (e.g., Political Science Department for a Parliamentary internship). ESIA and SEAS students should speak with an academic advisor for internship approval. GWSB students will **NOT** receive credit for internships abroad.