

# 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 is Pre-Approved. The list of Pre-approved courses is found in your online application in the Resources section and online in the Transfer Credit Section of the OSA website. If pre-approval exists, write the GW Course Equivalent in column **4** and indicate “yes” in column **3**. You do **NOT** need a faculty signature for –pre-approved classes. Submit the form to the Office for Study Abroad for processing.
- Step 3:** If your course is not on the Pre-Approved 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 for approval. Check the Transferring Credit page of the OSA website to learn who the designated faculty member who signs course approvals for the department. Finally, 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.
- Step 4:** Once the form is complete, **make a copy** to keep for your records. 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 in English and Language Abroad	Course Number Abroad	Pre- approved Course?	GW Course Equivalent Title and Number (ex: HIST 3001)	Faculty Approval (Please Sign and <b>PRINT</b> 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 from your school at GW. CCAS students should go to Student Services (Phillips Hall 107) to obtain IDIS 1099 approval. Students enrolled in Milken, ESIA, or GWSB must obtain approval for courses from their academic advisor, PUBH 1099, IAFF 1099, or BADM 1099, respectively.

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

- The Office for Study Abroad has to have your study abroad program or school **official transcript**
- 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. Submit syllabi and coursework in advance and be prepared to 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 submit a *Course Approval Request Form* to OSA. If you take a language abroad that is not offered at GW, i.e. Indigenous Latin American or African Languages, contact your Office for Study Abroad Advisor about how to obtain credit for the course.

### **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.