

Education Abroad Course Transfer Approval Form

To the student:

- ❖ It is essential that you discuss your study abroad plans with your academic advisor(s). You must receive approval **before your program begins** for the credit taken while you are abroad. If you do not receive written approval before your program, credit transfer cannot be guaranteed.
- ❖ Students wishing to fulfill a **general education requirement** from a study abroad course must have approval of the chairperson/program director or assistant/associate dean by submitting the **Substitution/Waiver Form** (see your advisor) to the appropriate school or college with a copy of this form.
- ❖ **Students seeking graduate credit must also have permission from the Graduate Dean for approval of course transfer.** *Final approval for any graduate transfer credit is reviewed and approved by the Graduate School.*

Student Name (Please Print) _____ Student ID# V _____ Major _____

Name of Study Abroad Program _____ Term (ex: Fall 2008) _____ Name of Institution Issuing Transcript _____

To the faculty member: Please review the course descriptions and/or syllabi to determine if the courses the student proposes to take abroad will fulfill requirements at VCU.

If the proposed course is: -equivalent to a VCU course, please list the department code and the course number (ex: POLI 321).
 -not equivalent to a VCU course, please list the department code and "391" or "491" and indicate use of course.

Proposed Courses at Host University Ex: PL SC 3889 Political Economy of Europe	VCU Equivalent Ex: POLI 391	Use of Course	Faculty/Advisor Printed Name	Faculty/Advisor Signature
		<input type="radio"/> Major <input type="radio"/> Minor <input type="radio"/> Elective <input type="radio"/> General Ed.		
		<input type="radio"/> Major <input type="radio"/> Minor <input type="radio"/> Elective <input type="radio"/> General Ed.		
		<input type="radio"/> Major <input type="radio"/> Minor <input type="radio"/> Elective <input type="radio"/> General Ed.		
		<input type="radio"/> Major <input type="radio"/> Minor <input type="radio"/> Elective <input type="radio"/> General Ed.		
		<input type="radio"/> Major <input type="radio"/> Minor <input type="radio"/> Elective <input type="radio"/> General Ed.		
		<input type="radio"/> Major <input type="radio"/> Minor <input type="radio"/> Elective <input type="radio"/> General Ed.		
		<input type="radio"/> Major <input type="radio"/> Minor <input type="radio"/> Elective <input type="radio"/> General Ed.		

Signature, Dean of Graduate School (for graduate credit only)