

# Study Abroad Course Pre-Approval

## *Read Carefully*

### Course Approval Instructions

1. Review Degree Audit: in consultation with an academic adviser, students should determine remaining degree requirements to identify the type of courses are ideal to take abroad.
2. Identify potential courses at the host institution: course options and syllabi/descriptions are available on most host university websites. If students have trouble finding course information, they should consult with their study abroad advisor. Final registration may not take place until arrival; therefore, it is imperative that students select alternate courses. Seek approval for twice the number of credits required.
3. If courses have not been previously approved in *Transfer Credit Database*, take the syllabi (or descriptions) to the departmental and college contacts listed below.
  - The departmental review may take up to 2-3 weeks, so students should submit this form and course information well in advance of the study abroad application deadline.
  - If the course is listed in the *Transfer Credit Database*, please mark in the box accordingly.
  - To request a course to be reviewed for a different equivalency, submit the syllabi (or descriptions) and notify the reviewer.
4. Submit signed course approval form with course syllabi (or descriptions) to Study Abroad. It is not necessary to submit the instruction page. A completed copy will be attached to each student's application.

#### Resources:

- [College Transfer Credit Coordinators](#)
- [Credit Hour Guidelines](#)
- [Transfer Credit Database](#)

### Transfer Credit Process

#### While abroad:

- Students must request approval from the relevant academic department and college for any courses not previously approved on the course approval form (completed course approval forms are uploaded to each student's NC State study abroad application page)
  - submit the enrollment verification form, and
  - ensure that the host university will send an official transcript to the Study Abroad Office at the end of the program.

#### Upon Return:

- The process for courses to appear on a student's NC State transcript may take up to four months from the end of the program.
- The Study Abroad Office will let students know when transcripts have arrived.
- The Study Abroad Office will forward the transcript to the College Coordinator of the first major, along with the course approval form.
- Students will need to submit a syllabus or equivalent to the appropriate college coordinator for any courses not previously approved on the course approval form, along with any relevant e-mail correspondence regarding the equivalency that may have occurred since the course approval form was originally completed.
- The college coordinator will work with University Admissions to enter completed course work on the NC State transcript.
- Once coursework has been applied to the NC State transcript, students will need to meet with their academic advisor and department to ensure that the courses are applied appropriately to the degree audit.

# Study Abroad Course Approval Contacts

	Department Approver	College Approver
<b>College of Agriculture &amp; Life Sciences</b>	<u>Departmental Coordinator of Advising</u>	Robin Clements <a href="mailto:robin_clements@ncsu.edu">robin_clements@ncsu.edu</a> 111 Patterson Hall
<b>College of Design</b>	<u>Department Head</u>	Tameka Whitaker <a href="mailto:tameka_whitaker@ncsu.edu">tameka_whitaker@ncsu.edu</a> 222 Brooks Hall
<b>College of Education</b>	<u>Departmental Coordinator of Advising</u>	Tremaine Brittian <a href="mailto:tbritt@ncsu.edu">tbritt@ncsu.edu</a> 505 Poe Hall
<b>College of Engineering</b>	<u>Departmental Coordinator of Advising</u>	Brian Koehler <a href="mailto:bdkoehle@ncsu.edu">bdkoehle@ncsu.edu</a> 118 Page Hall
<b>College of Humanities &amp; Social Sciences</b>	<u>Departmental Coordinator of Advising</u> Intl. Studies: see academic advisor Foreign Languages, Spanish: <u>Susan Navey-Davis</u> German: <u>Helga Braunbeck</u> Other: <u>Dudley Marchi</u>	Hope Ziglar <a href="mailto:hope_ziglar@ncsu.edu">hope_ziglar@ncsu.edu</a> 106 E Caldwell Hall
<b>Poole College of Management</b>	Poole International Programs <a href="mailto:poole-global@ncsu.edu">poole-global@ncsu.edu</a> 2150 Nelson Hall	Poole International Programs <a href="mailto:poole-global@ncsu.edu">poole-global@ncsu.edu</a> 2150 Nelson Hall
<b>College of Natural Resources</b>	<u>Departmental Coordinator of Advising</u>	Yvonne Lee <a href="mailto:yvonne_lee@ncsu.edu">yvonne_lee@ncsu.edu</a> 2018C Biltmore Hall
<b>College of Sciences</b>	<u>Departmental Coordinator of Advising</u> Bio Sciences: see <u>Natalie Bunds</u>	David Bristol c/o Ms. Bowman-Medhin <a href="mailto:clbowma2@ncsu.edu">clbowma2@ncsu.edu</a> 3211 Broughton Hall
<b>College of Textiles</b>	Liz Moran <a href="mailto:liz_moran@ncsu.edu">liz_moran@ncsu.edu</a> 8301 College of Textiles	Liz Moran <a href="mailto:liz_moran@ncsu.edu">liz_moran@ncsu.edu</a> 8301 College of Textiles
<b>University College</b>	Exploratory Studies Academic Advisor or the <u>Dept Advisor</u> for the intended major	Exploratory Studies: Kim Outing <a href="mailto:kim_outing@ncsu.edu">kim_outing@ncsu.edu</a> 215 University College Commons
<b>Graduate School</b> (Required for graduate students from any college.)	<u>Departmental Director of Graduate Programs</u>	Peter Harries, Senior Associate Dean <a href="mailto:pjharrie@ncsu.edu">pjharrie@ncsu.edu</a> 1020 Main Campus Drive, room 2300A

*The most up to date list can be found on the Study Abroad Office website.  
Please contact us if you have any updates for the College or Departmental contacts.*

# Study Abroad Course Pre-Approval

Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Study Abroad Program Name/Host University: \_\_\_\_\_

Term: Fall 20\_\_\_\_ Spring 20\_\_\_\_ Academic Year 20\_\_\_\_ - \_\_\_\_ Summer 20\_\_\_\_ Spring-Fall 20\_\_\_\_ - \_\_\_\_

Program City, Country: \_\_\_\_\_ Major(s): \_\_\_\_\_

Minor(s): \_\_\_\_\_

## Major Courses

Double majors should print out 2 copies of the this page, one for each major.

Course Number	Host University Course Title	Credit Hours	Listed in Data-base	Course Number	NC State Equivalencies Course Title	Credit Hours
<i>Alternates</i>				<i>Alternates</i>		

Department Approver Name: \_\_\_\_\_ Unity ID: \_\_\_\_\_

Department Signature: \_\_\_\_\_ Date: \_\_\_\_\_

College Approver Name: \_\_\_\_\_ Unity ID: \_\_\_\_\_

College Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## General Education Program and Elective Courses

Course Number	Host University Course Title	Credit Hours	Listed in Data-base	Course Number	NC State Equivalencies Course Title	Credit Hours
<i>Alternates</i>				<i>Alternates</i>		

College Approver Name: \_\_\_\_\_ Unity ID: \_\_\_\_\_

College Signature: \_\_\_\_\_ Date: \_\_\_\_\_

All history courses, except HI 395, must be approved by the History Dept: William Kimler | 315 Withers Hall | kimler@ncsu.edu.

History Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**College of Sciences Students Only** (obtain departmental approvals first, then obtain college-level approvals)

Department Approver Name: \_\_\_\_\_ Unity ID: \_\_\_\_\_

Department Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Study Abroad Course Pre-Approval

Student Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Program: \_\_\_\_\_

## Minor Courses

Double minors should print out 2 copies of this page, one for each minor.

Course Number	Host University Course Title	Credit Hours	Listed in Data-Base	Course Number	NC State Equivalencies Course Title	Credit Hours
<i>Alternates</i>				<i>Alternates</i>		

Department Approver Name: \_\_\_\_\_

Unity ID: \_\_\_\_\_

Department Signature: \_\_\_\_\_

Date: \_\_\_\_\_