

# Study Abroad Course Pre-Approval

## *Read Carefully*

### Course Approval Instructions

1. **Review Degree Audit:** in consultation with an academic advisor, students should determine remaining degree requirements to identify the ideal courses to take abroad.
2. **Identify potential courses at the host institution:** course options and syllabi/descriptions are available on most host university websites. Students can access this information by visiting the “Academics” tab on their host institution’s program page in Pack Abroad. If students have trouble finding course information, they should consult with their study abroad advisor.
  - Students studying abroad for a semester are required to be enrolled full-time at their host institution and should be taking the equivalent of 12 US Credits at minimum.
  - In some case, final registration may not take place until arrival at the host institution; 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*, send 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/course descriptions and notify the reviewer.
4. Submit **signed** course approval form to [Study Abroad](#) via email. It is not necessary to submit the instruction page. A completed copy will be attached to each student’s application.
5. The course approval form must be completed **with all necessary signatures** by the [study abroad application deadline](#) for the respective cycle. **Course approval forms without signatures by the application deadline may not be accepted.**

### Helpful Resources for Completing the Course Approval Form:

- [Course Approval Form Instructional Video](#)
- [Transfer Credit Database](#)
- [College Transfer Credit Coordinators](#)
- [Credit Hour Guidelines](#)

# Study Abroad Course Approval Contacts

	Department Approver	College Approver
<b>College of Agriculture &amp; Life Sciences</b>	<a href="#">Departmental Coordinator of Advising</a>	Coleman Simpson cksimpso@ncsu.edu 111 Patterson Hall
<b>College of Design</b>	<a href="#">Department Head</a>	Tameka Whitaker tameka_whitaker@ncsu.edu 222 Brooks Hall
<b>College of Education</b>	Amanda Beller amanda_beller@ncsu.edu 505 Poe Hall	Amanda Beller amanda_beller@ncsu.edu 505 Poe Hall
<b>College of Engineering</b>	<a href="#">Departmental Coordinator of Advising</a>	Brian Koehler bdkoehle@ncsu.edu 118 Page Hall
<b>College of Humanities &amp; Social Sciences</b>	<b>Intl. Studies majors/minors:</b> See academic advisor <b>Foreign Language majors/minors:</b> Spanish: Susan Navey Davis German: Helga Braunbeck Other: Scott Despain <b>All other majors/minors:</b> <a href="#">See Department Coordinator of Advising</a>	Hope Ziglar hope_ziglar@ncsu.edu 106 E Caldwell Hall
<b>Poole College of Management</b>	Poole International Programs poole-global@ncsu.edu 2150 Nelson Hall	Poole International Programs poole-global@ncsu.edu 2150 Nelson Hall
<b>College of Natural Resources</b>	<a href="#">Departmental Coordinator of Advising</a>	Yvonne Lee yvonne_lee@ncsu.edu 2018C Biltmore Hall
<b>College of Sciences</b>	<a href="#">Departmental Coordinator of Advising</a>	Alun Lloyd sciences-academic-affairs@ncsu.edu 213 Bureau of Mines
<b>Wilson College of Textiles</b>	Meggie Metcalf meggie_metcalf@ncsu.edu	Meggie Metcalf (students last name, A-L) Heather Lyerly (students last name, M-Z) 2418 College of Textiles
<b>University College</b>	Exploratory Studies Academic Advisor or the <a href="#">Dept Advisor</a> for the intended major	Exploratory Studies: Brian Peters bapeters@ncsu.edu 235 University College Commons
<b>Graduate School</b> (Required for graduate students from any college.)	<a href="#">Departmental Director of Graduate Programs</a>	Peter Harries, Senior Associate Dean pjharrie@ncsu.edu 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 complete 2 copies of this page, one for each major.

Course Number	Host University Course Title	Credit Hours	Listed in Data-base	Course Number	NC State Degree Requirement (i.e. core requirement, major elective)	Credit Hours
<i>Alternates</i>				<i>Alternates</i>		

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

Department/Program Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Obtain departmental approvals first, then obtain college-level approvals.

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 Degree Requirement (i.e. Humanities, Social Sciences, elective)	Credit Hours
<i>Alternates</i>				<i>Alternates</i>		

All history courses, except HI 395, must be approved by the History Dept: William Kimler | 351 Withers Hall | kimler@ncsu.edu.

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

Obtain departmental approvals first if necessary, then obtain college-level approvals.

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

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

# Study Abroad Course Pre-Approval

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

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

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

## Minor Courses

Double minors should complete 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 Degree Requirement (i.e. core requirement, minor elective)	Credit Hours
<i>Alternates</i>					<i>Alternates</i>	

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

Department/Program Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Obtain departmental approvals first, then obtain college-level approvals.*

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

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

## Course Notes

Use this section for any important notes regarding your study abroad course needs here. For example, please list any specific courses that you need to take during the semester abroad in order to graduate on time. If you are not able to take the courses listed below, you may not be able to study abroad.