

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
College of Agriculture & Life Sciences	Departmental Coordinator of Advising	CALS Advising cals_advising@ncsu.edu 111 Patterson Hall
College of Design	Department Head	Tameka Whitaker tameka_whitaker@ncsu.edu 222 Brooks Hall
College of Education	Amanda Beller amanda_beller@ncsu.edu 505 Poe Hall	Amanda Beller amanda_beller@ncsu.edu 505 Poe Hall
College of Engineering	Departmental Coordinator of Advising	Brian Koehler bdkoehle@ncsu.edu 118 Page Hall
College of Humanities & Social Sciences	<u>Intl. Studies majors/minors:</u> See academic advisor <u>World Language majors/minors:</u> Spanish: Alexandra Marano German: James Brown Other: Scott Despain <u>All other majors/minors:</u> See Department Coordinator of Advising	Hope Ziglar hope_ziglar@ncsu.edu 106 E Caldwell Hall
Poole College of Management	Poole International Programs poole-global@ncsu.edu 2150 Nelson Hall	Poole International Programs poole-global@ncsu.edu 2150 Nelson Hall
College of Natural Resources	Departmental Coordinator of Advising	Jordan McMican, jawallac@ncsu.edu 2018C Biltmore Hall
College of Sciences	<u>Biological Sciences:</u> BioAdvisor course approval process <u>All other majors/minors:</u> Departmental Coordinator of Advising	Submit forms to https://go.ncsu.edu/cos-forms Inquiries to Alun Lloyd sciences-academic-affairs@ncsu.edu 213 Bureau of Mines
Wilson College of Textiles	Meggie Metcalf meggie_metcalf@ncsu.edu	Meggie Metcalf Meggie_metcalf@ncsu.edu 2418 College of Textiles
University College	Exploratory Studies and ICT: Dept Advisor for the intended major Music Technology majors/minors: Please see your program coordinator	Exploratory Studies and ICT: Shannon Pugh, spugh@ncsu.edu Music Technology: Stuart Benkert, smbenker@ncsu.edu
Graduate School (Required for graduate students from any college.)	Departmental Director of Graduate Programs	Peter Harries, 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: _____

