

INSTRUCTIONS FOR FILLING OUT THIS FORM

Student Instructions

1. Carefully complete the top portion of the course approval form (***Please print in blue or black ink***).
2. Make an appointment to see your academic advisor(s).
3. Find out which courses are needed to complete your liberal studies, major and/or minor programs here at WCU.
4. Show your advisor the course descriptions of courses you have found either from IPS or on the websites of the university you wish to attend abroad.
5. Work with your advisor to identify the course numbers and titles you wish to take at your **host institution**. Mark them in the appropriate space on this form.
6. Go to the appropriate WCU department to have the professor who teaches the course or a department head, identify the equivalent WCU course and sign under the "Approval" column.
7. Make sure that your advisor **AND** the department head signs the ***Study Abroad Course Approval Form*** at the bottom of the form.
8. Submit to IPS the ***Study Abroad Course Approval Form*** as soon as you have been approved for a foreign institution.
9. Take a copy of the form to your study abroad institution; your advisor there will use the information on this form to further assist you with the appropriate courses to take.
10. **Contact IPS or your WCU advisor** if you need to make further decisions about courses, particularly if the courses you selected are not being offered at your host institution.
11. Sign up for the appropriate section of USI [a placeholder study abroad course]

Academic Advisor Instructions

1. Advise students about the types of courses to take while abroad based on major, minor, and academic level. Course types available include: Liberal Studies, Major, Minor or Concentration, and Free Electives.
2. Lay out course options including 12-15 hours of course work per semester for the student.
3. Help the student decide which courses taken abroad would transfer back to WCU based on the course descriptions provided by the student.
4. For courses offered by other departments, students need to seek approval from the course instructor or department head.
6. Sign in ink, the bottom portion of the ***Study Abroad Course Approval Form***.
7. Have your department head sign this form as well.

Notes for Advisor:

- The Registrar will use this form to approve credit hours for the student's study abroad program.
- If students are unable to take the courses listed, appropriate changes can be made with the IPS Study Abroad Advisor and with the approval of the advisor or department chair/head.
- **The student is not a transient student** since the student is still enrolled at WCU. All paper work is filled out in the IPS office. **DO NOT FILE a Transient Student Form or any Request for Undergraduate Academic Waiver or Substitution for courses taken abroad.**
- The **50% rule does not apply** to study abroad since all courses taken abroad are considered WCU courses.
- When the student returns from studying abroad, IPS will submit this sheet with the original transcript to the Registrar to post the WCU-approved courses to the student's transcript **AND REMOVE THE PLACEHOLDER USI COURSE.**