

# PRELIMINARY COURSE APPROVAL FORM

## OFF-CAMPUS STUDY PROGRAMS

This form should be completed and returned to the Office of International Programs no later than May 1 for programs that begin in the fall or December 1 for spring semester programs.

Your Name: \_\_\_\_\_ Academic Advisor: \_\_\_\_\_  
 Gender: \_\_\_\_\_ Student ID #: \_\_\_\_\_ Academic Status at Start of Program: FY SO JR SR  
 Worn Box #: \_\_\_\_\_ Phone: \_\_\_\_\_ Anticipated Date of Graduation: \_\_\_\_\_  
 Do you receive financial aid? YES NO (circle one) Major: \_\_\_\_\_ Minor: \_\_\_\_\_  
**PROGRAM:** \_\_\_\_\_ **City:** \_\_\_\_\_ **Country:** \_\_\_\_\_

Duration of Program (check one):  Fall 20\_\_  Spring 20\_\_  ALL Year \_\_\_\_\_

◆ **Step #1 (required): Obtain approval of courses to be taken while off-campus.**

Please list the courses you intend to take while off-campus. Indicate the number of semester or quarter credit hours your program sponsor will award for each course. **Do not complete the shaded areas.** Bring this form to the Registrar's Office for review. Based upon the information you have provided, the Registrar will make a preliminary determination regarding the transfer of credit. **If you feel the Registrar will be unable to determine the content of a course by its title, attach a brief course description.**

COURSE NUMBER, DEPARTMENT, TITLE	Host Credit	CC Credit	Meets All College Requirement	Notes

\_\_\_\_\_  
 Signature of Registrar Date

◆ **Step #2 (required): Meet with your Academic Advisor.**

Make an appointment to meet with your academic advisor to discuss your academic plans for the time you are off-campus as well as for the semester you will return to Colorado College. Be sure to write down the courses that remain to be taken on your return to CC. This way you'll have a list ready when you go to register while off-campus. Please read and sign the following statement:

*I have discussed with my advisee his/her plans to study abroad and the impact it will have on progress towards graduation. My advisee knows to meet with me upon returning to Colorado College after completing the study abroad program to review his/her academic progress.*

\_\_\_\_\_  
 Signature of Academic Advisor Date Signature of Student Date

◆ **Step #3 (optional): Meet with the Chair of your Major Department.**

If you would like to apply credit earned on your study abroad program towards the requirements for your major, you will need to secure the approval of the Chair of your academic department. Please be aware that your department may be unable to make a decision about course equivalencies until you have returned from the program and they have had a chance to review your course work. If your department has its own paperwork for pre-approving course equivalencies, you may attach a copy of their form in lieu of completing step #3.

Course Title	Major Requirement	Comments:

\_\_\_\_\_  
Signature of Department Chair

\_\_\_\_\_  
Date

◆ **Step #4 (optional): Meet with the Advisor for your Thematic Minor.**

If you wish to apply credit earned on your study abroad program towards the requirements for a thematic minor, please meet with the advisor for the thematic minor to complete the following information.

Course Title	Thematic Minor Requirement Fulfilled	Comments:

\_\_\_\_\_  
Signature of Advisor for Thematic Minor

\_\_\_\_\_  
Date

◆ **Step #5 (required): Obtain signature from the Office of Study Abroad**

**To be completed by Office of Study Abroad:**

Program approved? YES      NO      Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Comments: