

Course Approval Form for Studying Abroad

Only the courses that are pre-approved before departure are guaranteed to transfer back to Otterbein.

Student's Name _____ Major _____ I.D. # _____

Last First

Program _____ From _____ to _____ Advisor _____

Name

Location

month/day/year

month/day/year

Student: Please list all the courses you wish to take abroad. Give this form and copies of course descriptions to the Chair of the academic department you wish to approve courses. You should attach course descriptions. You must receive at least a "C" (2.0) in the course in order to earn credit from abroad. Courses that are not in the student's major (electives) can be approved for transfer through the Center for International Education and Global Engagement (CIEGE).

Chair: Please review the attached course descriptions and approve all transferable courses by signing the corresponding box in the Chair Approval column. Please add **course numbers and suffixes** as well as titles. If you need assistance determining credit hour equivalencies, please contact CIEGE (x-3263).

Intl Course No. & Title	List OC course equivalent (If Any)	How course (s) will transfer?	Signature of Chair or CIEGE	List requirement met by course
	<input type="checkbox"/> Prerequisite exists for this course	<input type="checkbox"/> Otterbein Equivalent <input type="checkbox"/> Elective in Major/Minor <input type="checkbox"/> Elective Only		
	<input type="checkbox"/> Prerequisite exists for this course	<input type="checkbox"/> Otterbein Equivalent <input type="checkbox"/> Elective in Major /Minor <input type="checkbox"/> Elective Only		
	<input type="checkbox"/> Prerequisite exists for this course	<input type="checkbox"/> Otterbein Equivalent <input type="checkbox"/> Elective in Major/Minor <input type="checkbox"/> Elective Only		
	<input type="checkbox"/> Prerequisite exists for this course	<input type="checkbox"/> Otterbein Equivalent <input type="checkbox"/> Elective in Major/Minor <input type="checkbox"/> Elective Only		
	<input type="checkbox"/> Prerequisite exists for this course	<input type="checkbox"/> Otterbein Equivalent <input type="checkbox"/> Elective in Major/Minor <input type="checkbox"/> Elective Only		
	<input type="checkbox"/> Prerequisite exists for this course	<input type="checkbox"/> Otterbein Equivalent <input type="checkbox"/> Elective in Major/Minor <input type="checkbox"/> Elective Only		

Final approval of transfer credit is subject to all Otterbein regulations as published on the Registrar's website. I have been fully appraised by CIEGE of all Otterbein policies, procedures, and regulations related to study abroad, and will comply with and complete all such requirements. **Credit hours will be determined by the number of credits on the foreign university transcript and not by the approved course content.** I assume full responsibility for meeting all of my degree requirements.

Student Signature

Date

Academic Advisor's Signature

Date