

Education Abroad Academic Approval Form

Name: _____ Student ID: _____

Major and College: _____

Secondary Major/Minor and College: _____ Anticipated Graduation Term & Year: _____

Host Program (University and Provider, if applicable): _____ Country: _____

Program Start Date: _____, 20____ (year) Program End Date: _____, 20____ (year)

The purpose of this document is to confirm how courses from abroad will transfer back to K-State. Students list courses from abroad and Academic Advisors/Departments indicate how those courses transfer back to K-State.

Students: Review the list of courses offered at your host institution of study, and print off course descriptions or syllabi of the classes you are interested in taking. Bring these to a meeting with your Academic Advisor, or a designated representative in the Academic Department or College from which you are requesting credit, so that person can pre-approve how your experience abroad and proposed courses will count toward your K-State degree. It is recommended that you select multiple courses for potential enrollment, should certain courses not be available at the time of your enrollment. The completed form, with signatures, must be submitted to your Education Abroad Advisor at the time of application to your program.

Advisors: Please review the instructions for students listed above, and Education Abroad "Course Equivalencies" webpage (<http://www.k-state.edu/abroad/faculty-advisors/advise/equivalencies/>) for more information on determining equivalencies for courses taken abroad. When courses are submitted to be equivalent of a K-State course, that approval should be initialed in the "Dept. approval" column by the department of the equivalent course.

Notes:

- **Credit is not approved until you have completed your classes and your transcript from abroad is received and processed by Education Abroad.**
- **It is the student's responsibility to ensure all courses taken abroad are pre-approved.**
- **Courses listed on this form do not guarantee enrollment in those courses.**
- **Departments may require students to obtain the equivalent of a "C" grade abroad to receive transfer credit toward certain major requirements.**

Student Signature: _____ Date: _____

Education Abroad Use Only	
<input type="checkbox"/> Revised Academic Approval Form <input type="checkbox"/> Final Academic Approval Form	Education Abroad Advisor signature:

Education Abroad Academic Approval Form

Name: _____ Student ID: _____

Check if you are planning to take language classes abroad for Department of Modern Languages credit (language equivalencies are determined upon return to K-State and do not need pre-approval)

Courses from Host Campus <i>(completed by students)</i>			Application to K-State Academic Record <i>(completed by academic advisors/staff)</i>					
Course #	Course Title	# of Host School Credits	Equivalent KSU Course #	KSU Equivalent Course Title or Applicability to Program Requirements	# of KSU Credits	Syllabus	Dept. Approval (printed name & signed initials)	If Specific Course Equivalent, Circle One <i>(see below)</i>
Ex: 20P44	Retail Marketing	6 ECTS	MKTG 541	Retailing	3	Yes/No	John Smith	EQ 0 1 3
Ex: 4050P	Czech Culture	6 ECTS	n/a	Unrestricted Electives/Social Science Elective/etc	3	Yes/No	John Smith	EQ 0 1 3
								EQ 0 1 3
								EQ 0 1 3
								EQ 0 1 3
								EQ 0 1 3
								EQ 0 1 3
								EQ 0 1 3
								EQ 0 1 3
								EQ 0 1 3

EQ = Transfer course has already been validated as equivalent to the KSU course listed and may be found on the Transfer Equivalency webpage (www.k-state.edu/undergradadmit/transferequivalency.html)

- 0 = This course should be automatically accepted for this and all future students (only applicable if course numbers provided)
- 1 = This course may be validated as equivalent to the course indicated for this student only
- 3 = I do not recommend that this course be validated for KSU credit (if selected, the course will come in as "NO TRANSFER" with 0 applicable credits)

APPROVAL SIGNATURES

The Advisor and/or Department Head and/or Dean (as applicable) from the College in which the student's major field of study is located should sign this section of the document. Approval for courses which apply outside the student's major field of study should be initialed by the approving department in the final column above, with the corresponding course. By signing below, the student's study plan is approved and the course offerings listed above will apply to the student's program of study in the manner outlined.

Academic Advisor: _____ Printed Name: _____ Date: _____

Relevant College/Department Administrator: _____ Printed Name: _____ Date: _____

Relevant College/Department Administrator: _____ Printed Name: _____ Date: _____

Return Completed Form to Education Abroad at 304 Fairchild Hall