Study Abroad Academic Approval Form

Name: _____   Student ID: _____

Major and College: _____

Secondary Major/Minor and College: _____

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

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

Students: Review the list of courses offered at your host institution of study, and print off course descriptions 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 Study Abroad Advisor at the time of application to study abroad.

At the time of enrollment at your host institution, you may enroll in courses not listed on this form. In this case, you must re-submit this form (signed), listing the additional courses in which you are actually enrolled, to your Academic Advisor, or a designated representative in the Academic Department or College from which you are requesting credit, for approval and determination of equivalency. The form should then be submitted to the Study Abroad Office in the Office of International Programs, 304 Fairchild Hall. Your transcript will not be processed unless the form is re-submitted with the additional courses.

Advisors: Please review the instructions for students listed above, and the Study Abroad Office "Course Equivalencies" webpage at http://www.k-state.edu/studyabroad/faculty-advisors/advise/equivalencies/ for more information on determining equivalencies for courses taken abroad.

Notes:
- **Credit is not officially approved until you have completed your classes and your transcript is sent to the Study Abroad Office.**
- **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.**
- **Language course enrollment is usually not determined in advance, so those courses do not require pre-approval from the Department of Modern Languages**
- **Language courses do not need to be listed individually on this form, but instead should be listed as in the example below**
- **Please be aware, courses that do not have a specific K-State equivalent on this form will show up as "unknown" on your DARS record after your transcript is received, and may need to be "validated" or applied to your record using an "exception" by your Dean's Office.**

Student Acknowledgement

I understand that it is my responsibility to make sure the credit hours I earn at the host institution transfer to Kansas State University. I understand that it is my responsibility to ensure that a transcript or academic record of credit taken abroad is sent to the Study Abroad Office within one semester of the end of my program.

Student Signature: _____ Date: _____

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Courses from Host Campus			Application to K-State Academic Record			
Course # (if available)	**Course Title**	**# of host institution credits**	**Specific KSU course equivalent course #**	**Specific KSU equivalent course title or applicability to program requirement**	**# of KSU credits**	**Dept. approval by:** (printed name & signed initials)
Ex: 20P447	*Retail Marketing*	*6 ECTS*	*MKTG 541*	*Retailing*	*3*	*John A. Smith*
Ex: N/A	*Spanish Language courses*	*24 ECTS*	*Determined upon return to KSU*	*Determined upon return to KSU*	*12*	*John A. Smith*

APPROVAL SIGNATURES

The Advisor, Department Head and 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.

I approve the student's study plan. The course offerings listed above will apply to the student's program of study in the manner outlined.

Academic Advisor Signature: _____ Printed Name: _____ Date: _____

Dean/Department Head's Approval (Students in the Colleges of Agriculture require both; Business either/or; Engineering requires signature of Assistant Dean, Student Services)

Department Head Signature: _____ Printed Name: _____ Date: _____

Dean Signature: _____ Printed Name: _____ Date: _____