



# Course Approval Form for Study Abroad

Use this form for courses that require specific course equivalencies from study abroad to be used for major/minor or core curriculum requirements, *that are not yet pre-approved* (consult myPugetsound>Academics>Experiential Learning to see if your courses have been pre-approved).

## STEP 1: Complete student information

<b>Student Name:</b>	<b>Puget Sound ID:</b>
<b>Major(s)/Minor(s):</b>	<b>PS Email:</b>
<b>Program Name:</b>	<b>Term Abroad:</b>

## STEP 2: Gather syllabi, and any other relevant course documents and submit for review.

**For major or minor credit:** Bring this form, the syllabi, and any other relevant course documents necessary to the faculty chair of the department, or director of the program, in which you seek equivalencies for your coursework abroad.

**For core requirements:** You must request core course equivalencies from the Office of the Registrar. Email [registrar@pugetsound.edu](mailto:registrar@pugetsound.edu) with the course syllabus to review for possible credit towards any core requirement.

## STEP 3: Fill in the course information and request relevant signature

Course Name (and Number if available)	PS Course Equivalent Course Number (e.g. BIOL 3XX or ENGL 382)	# of PS Units	Faculty Name and Signature

**To Faculty Approvers:** *Unless you indicate otherwise*, course equivalency approvals will be added to the master database of pre-approved courses (go to myPugetsound>Advising Resources>Experiential Learning) so that you will not have to re-approve the same course(s) in the future.

\* Please be specific regarding what requirement this course should fulfill. It may be helpful to refer to the requirement codes such as "RQ 5164, LN 30" from the relevant parts of the advising report.

## STEP 4: Submit your Course Equivalency Form via email to [internationalprograms@pugetsound.edu](mailto:internationalprograms@pugetsound.edu).

Students should retain all course materials including syllabi, written assignments, and exams and provide them if requested. Questions? Email [internationalprograms@pugetsound.edu](mailto:internationalprograms@pugetsound.edu).