# Exchange or Transient Programs
# Course Approval Form

INSTRUCTIONS: Students participating in Study Abroad Programs should consult with their advisers, department chairs, and the Assistant Vice President for International Education to determine which courses to take at the institution abroad and how the academic credit will be awarded to the student's program at GCSU. Students must register for courses and pay tuition at GCSU. Grades of "I" (incomplete) will be assigned until final grades are sent by the host institution to the International Education Center. After the official transcript is received from the institution abroad, the Assistant V.P. for International Education will convert the grades to GCSU equivalent grades and submits them to the Registrar's Office.
**If any changes are made to the student's course schedule, the student's department chair must approve via email or post, and the International Education Center must be notified.**

STUDENT: _____ GCID #:_____

MAJOR: _____ DEGREE: _____

SEMESTER ABROAD: ____ Fall 20___ ____Spring 20___ ____Summer 20 ___

INSTITUTION ABROAD: _____

| **Course Number & Title / Host Institution** | Hours | **Course Number & Title / GCSU** | Hours | Dept. Chair |
|---|---|---|---|---|
| 1. _____ | ____ | 1. _____ | ____ | _____ |
| 2. _____ | ____ | 2. _____ | ____ | _____ |
| 3. _____ | ____ | 3. _____ | ____ | _____ |
| 4. _____ | ____ | 4. _____ | ____ | _____ |
| 5. _____ | ____ | 5. _____ | ____ | _____ |
| **Total Hours** | ____ | **Total Hours** | | ____ |
| **Alternates:** | | | | |
| 1. _____ | ____ | 1. _____ | ____ | _____ |
| 2. _____ | ____ | 2. _____ | ____ | _____ |
| 3. _____ | ____ | 3. _____ | ____ | _____ |

This form verifies approval for the above listed courses to count toward the student's major as indicated above, as well as approval for a maximum total of _____ hours of credit to be taken abroad.

| | | |
|---|---|---|
| Student's Signature | Name Printed | Date |
| Adviser's Signature | Name Printed | Date |
| Department Chair's Signature | Name Printed | Date |
| Assistant V.P. for Int'l Education's Signature | Name Printed | Date |

*Updated 12/2008*