

Western Connecticut State University

Study Abroad Course Approval Form International Student Exchange Program (ISEP)

Personal Information			
Name:			
	Cumulative GPA:		
WCSU Student ID:	Class Year		
Major:	Sophomore Junior Senior		
Advisor:			

Visiting Institution Information	
Semester studying abroad:	Dates of study abroad:
Visiting Institution:	City/Country:

Please allow 2 to 3 weeks for processing transfer credit evaluation

Completed by Student	Department Chair Approval			Gen. Ed. Committee		
Visiting Institution Course Information (subject, number, credits)	WCSU Course Equivalency (subject, number, credits)	Departmental approval	One time course approval		Gen. Education approval	One time competency approval only
			Y	N		Y N
			Y	N		Y N
			Y	N		Y N
			Y	N		Y N
			Y	N		Y N
			Y	N		Y N
			Y	N		Y N

Instructions
<p>Students must:</p> <ul style="list-style-type: none"> Provide the subject, number and title of the course you expect to take at the visiting institution Provide course descriptions that will be reviewed by the respective department chair for equivalency Provide an official transcript to the Registrar's Office at the conclusion of the Study Abroad experience <p>Students will only receive credit at WCSU if the courses taken at the visiting institution are approved and the student successfully completes the course with the equivalent grade of C- or better.</p>

Study Abroad – International Student Exchange Program (ISEP)

Students are encouraged to take advantage of the study abroad program at WCSU. Students not only get to experience new cultures, they take classes and earn credit at the same time. Courses taken in a different region or country may be transferred to WCSU. In order to transfer the credits you must:

- Meet with your academic advisor and discuss how studying abroad will help you achieve your educational goals.
- Meet with your Academic Department Chairperson for your major and determine how courses taken at the visiting institution will apply towards your degree requirements. Courses typically apply to one of three categories:
 - General Education course outside your major
 - Major course
 - General elective (either to fill needed credits in this category or as additional credits if no appropriate equivalency can be identified)
- Receive approval from WCSU for each course
- Pass each course with a grade the equivalent of a C- or better (major courses may require different grades for application of the course towards the major sequence)
- Request an official transcript be sent to the WCSU Registrar's Office showing final grades

Courses should be reviewed and approved before you travel abroad. You must use the [Study Abroad Course Approval Form](#) to request approval. You are encouraged to list additional substitution courses for pre-approval purposes, especially if you will be attending a program where you enroll in courses upon arrival. This will provide more flexibility when registering for courses and help anticipate any unforeseen registration problems at the other institution.

In order to have courses approved, you must supply the course title, description (such as found in a course catalog), total number of credit or contact hours, and/or a syllabus to the Registrar's Office. The Registrar's Office will contact the appropriate Department Chairperson who will determine if the course is approved for transfer back to WCSU. The General Education Sub-Committee will review the course and determine if it will meet any of the General Education competencies required for students who enrolled for the first time at Western in the Fall of 2016. Please allow 2 to 3 weeks for the Department Chairperson to evaluate the course information and respond to the Registrar's Office. More time may be required during extended breaks.

If you arrive abroad and decide to make changes to your course enrollment, changes that involve a course or courses not previously approved, you must notify the Registrar's Office via email at requestregistrar@wcsu.edu. The Registrar's Office will contact the appropriate Department Chairperson to evaluate the new course information. Once the new course has been reviewed, you will be notified by email.

After completing your study abroad experience, you must provide an official transcript to the Registrar's Office.

Courses will display on your WCSU transcript as the WCSU transfer equivalency course. Transfer credits do not include a grade earned, but are coded with a "T" and do not count in your cumulative GPA at WCSU.