

**PRE-APPROVAL OF FOREIGN COURSES FORM**

Name: \_\_\_\_\_ Buff ID: \_\_\_\_\_

Program & Location: \_\_\_\_\_ Name of University: \_\_\_\_\_

Major: \_\_\_\_\_ Number of Hours Taking Abroad: \_\_\_\_\_

Semester Abroad:      Fall            Spring            Intersession      Summer 1      Summer 2

Type of Program:            Affiliated                            Reciprocal

**PLEASE READ THE FOLLOWING INSTRUCTIONS AND RULES CAREFULLY**

1. Students must obtain WTAMU approval for the course(s) they take abroad. Insofar as possible, credit for specific courses should be approved in advance. When specific courses are not known in advance, or changes must be made at the program site, approval should be secured through the Office of Study Abroad and Nationally Competitive Scholarships. **It is the responsibility of the student to discuss study abroad plans with his/her academic advisor to determine which course(s) will fit his/her degree plan.**
2. Classes **must** be approved by the department that teaches that class on the WTAMU campus, NOT by the academic advisor unless classes are in the student's major. (Ex. Advisors from Education cannot sign off on Business classes and vice versa.) Upon completion of the course approval portion of this form, the student will have his/her academic advisor and college dean sign off on the form. If any of the classes approved are for a second major or minor, the dean of that college must also sign off on the form.
3. For students participating in affiliated programs, grades will transfer back and will appear on WTAMU transcript but those grades **will not** be factored into the student's GPA.
4. Students who participate in Reciprocal programs will have the grades from their programs factored into their GPA.
5. It is the student's responsibility to bring back his/her syllabi, course work, and other work completed abroad. **This form does not guarantee that all courses will transfer to West Texas A&M University or count towards his/her degree. Approval for classes can only come from colleges and departments, and they reserve the right to review all syllabi before awarding credit.**
6. Students **must** enroll in a full load of twelve hours while studying abroad for a semester. Students studying abroad in the summer only need to enroll for three hours, unless they need Financial Aid for the summer, in which case they must be enrolled in six hours.
7. Students must request that official transcripts from the student's study abroad program be sent directly to the Office of Study Abroad and Nationally Competitive Scholarships at West Texas A&M University. Under no circumstances will a hand-carried or copy of transcript be accepted.

**I have read the above seven (7) points of information carefully and fully understand them. By signing this I am aware of my responsibilities in obtaining credit at West Texas A&M University for course work completed abroad.**

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Student Signature & Date

Buff ID: \_\_\_\_\_

**Advisors are only to sign off classes that would be taught in their department. Students who are taking courses outside of their major need signatures from appropriate department at West Texas A&M University that this course would be taught.**

Exchange University Course title and number	WTAMU Course equivalent	Department Printed Name and Signature	Course to apply as:
			<input type="checkbox"/> Major <input type="checkbox"/> General <input type="checkbox"/> Minor <input type="checkbox"/> Elective
			<input type="checkbox"/> Major <input type="checkbox"/> General <input type="checkbox"/> Minor <input type="checkbox"/> Elective
			<input type="checkbox"/> Major <input type="checkbox"/> General <input type="checkbox"/> Minor <input type="checkbox"/> Elective
			<input type="checkbox"/> Major <input type="checkbox"/> General <input type="checkbox"/> Minor <input type="checkbox"/> Elective
			<input type="checkbox"/> Major <input type="checkbox"/> General <input type="checkbox"/> Minor <input type="checkbox"/> Elective
			<input type="checkbox"/> Major <input type="checkbox"/> General <input type="checkbox"/> Minor <input type="checkbox"/> Elective

***For Academic Use Only***

**Academic Advisor:** The student named above is in good academic standing, has no academic probation, and has met with you to discuss how his/her classes will fit his/her degree requirements.

Advisors name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**College Dean of Major:** The student named above has discussed his/her study abroad plans with you and how the above classes will apply toward his/her degree requirements.

College Dean: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**College Dean of Second Major or Minor (if applicable):** The student named above has discussed his/her study abroad plans with you and how the above classes will apply toward his/her degree requirements.

College Dean: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ADDITIONAL NOTES:** (e.g. requirement waivers, substitutions, internship, etc. - if applicable)

Please submit form by dropping it off at CC115A or CC115B or emailing it to [studyabroad@wtamu.edu](mailto:studyabroad@wtamu.edu)

Additionally, please save a copy for your records