

# Education Abroad Academic Approval Form

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Major and College: \_\_\_\_\_

Secondary Major/Minor and College: \_\_\_\_\_ Anticipated Graduation Term & Year: \_\_\_\_\_

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

Program Start Date: \_\_\_\_\_, 20\_\_\_\_ (year) Program End Date: \_\_\_\_\_, 20\_\_\_\_ (year)

The purpose of this document is to confirm how courses from abroad will transfer back to K-State. Students list courses from abroad and Academic Advisors/Departments indicate how those courses transfer back to K-State.

**Students:** Review the list of courses offered at your host institution and find all the syllabi or course descriptions for the classes you are interested in taking. Send the syllabi and this form to your Education Abroad advisor first so that credit hours can be determined. Then, send the form to 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. You can do this over email or in person. Select more courses than you will ultimately need in the event that some are not available at the time of your enrollment. The completed form, with signatures, must be submitted to your Education Abroad Advisor at the time of application to your program.

**Advisors:** Please review the instructions for students listed above, and Education Abroad "Academic Advising" webpage (<https://www.k-state.edu/abroad/current-students/getstarted/academicadvising.html>) for more information on determining equivalencies for courses taken abroad. Please note that you are confirming what the content is equivalent to – not the credit hours. 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.

## Notes:

- **Credit is not awarded until you have completed your classes and your transcript from abroad is received and processed by Education Abroad.**
- **It is the student's responsibility to ensure all courses taken abroad are pre-approved.**
- **Courses listed on this form do not guarantee enrollment in those courses.**
- **Departments may require students to obtain the equivalent of a "C" grade abroad to receive transfer credit toward certain major requirements.**

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

### Education Abroad Use Only

- Pre-Departure Academic Approval Form
- Additional classes added while abroad

Education Abroad Advisor signature: \_\_\_\_\_

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Completed by Student		Completed by Advisor/Department				Completed by EA & ORA	
Host Course #	Host Course Title	Equivalent KSU Course #	KSU Equivalent Course Title or Applicability to Program Requirements	Dept. Approval (signature)	If Specific Course Equivalent, Check one (see below)	Host School Credit Hours	K-State Credit Hours
<i>Ex: MK311</i>	<i>Retail Marketing</i>	<i>MKTG 541</i>	<i>Retailing</i>	<i>John Smith, JS</i>	EQ <input type="checkbox"/> 0 <input checked="" type="checkbox"/> 1 <input type="checkbox"/>	<b>6 ECTS</b>	<b>3</b>
<i>Ex: CZ 111</i>	<i>Czech Culture</i>	<i>n/a</i>	<i>Unrestricted Elective/Social Science/etc</i>	<i>John Smith, JS</i>	EQ <input type="checkbox"/> 0 <input type="checkbox"/> 1 <input checked="" type="checkbox"/>	<i>5 ECTS</i>	<i>2.5</i>
					EQ <input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/>		
					EQ <input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/>		
					EQ <input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/>		
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					EQ <input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/>		
Notes (completed by Education Abroad):							

EQ = Transfer course has already been validated as equivalent to the KSU course listed & may be found on the Transfer Equivalency webpage: [www.k-state.edu/undergradadmit/transferequivalency.html](http://www.k-state.edu/undergradadmit/transferequivalency.html)

0 = This course should be automatically accepted for this and all future students, and added to the Transfer Equivalency webpage (only applicable if course numbers provided)

1 = This course may be validated as equivalent to the course indicated for this student only

### APPROVAL SIGNATURES

The Advisor and/or Department Head or Dean (as applicable) from the college in which the student is enrolled should sign this section. By signing below, the student's study plan is approved and the course offerings listed above will apply to the student's program of study in the manner outlined.

Academic Advisor: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Relevant College/Department Administrator: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_