INSTRUCTIONS FOR OBTAINING PRE-APPROVAL FOR COURSES TAKEN
ON A STUDY ABROAD AND AWAY PROGRAM

Please complete this form together with your faculty advisor and return it to the Office of Study Abroad and Away Programs as part of your application.

1. Select the courses you wish to take during your program
   It is strongly recommended to select more courses than you are required to take. Courses are not guaranteed to run reach semester, so it is wise to have extra courses pre-approved.

2. Fill in your course selections and number of credits you will earn for each course
   Remember that you are looking for the appropriate number of credits and NOT number of courses. One Clark unit is approximately equivalent to 4 US credits or 8-10 ECTS credits. It is important to check with your program how many credits you will need to take to be considered full time.

3. Major / Minor / Concentration Credits
   Provide course descriptions / syllabi to the Faculty Advisor or Chairperson of your major / minor / concentration department if you want to take a course for major / minor / concentration credit. Ask your advisor to initial the Major / Minor Approval column.

4. Program of Liberal Studies Credits
   If you wish courses to be evaluated for a Program of Liberal Studies requirement, write the requirement for which you want the course considered (i.e. HP, SP, etc.), in the column marked “PLS Requested”. You must request PLS approval from Academic Advising. Please include a course description / syllabi with your request.

5. Faculty Advisor Approval
   Have the form signed by your faculty advisor(s), indicating their approval of participation in your selected program, even if you are not requesting major credit approvals.

6. Return this form to the Study Abroad Office with your application

NOTE: Once your program begins, you MUST email your faculty advisor at Clark and the Study Abroad and Away Office with any course changes. Save your academic-related correspondence and work performed while away. This is important in case there are questions on grading or academic integrity.

Clark-Partner programs: Courses taken on a Clark-partner program must be taken for a letter grade. Internship programs must be taken Pass/Fail.

Non-Clark and Summer programs: All students on a non-Clark partner program will receive transfer credit provided a C or above is earned.
Name_________________________________________ ID#______________ Cell _____________________

E-mail address____________________________________ Graduation Year ______________ GPA________

Study Abroad Program________________________________________ Semester Away: ___________________

Major 1_________________________________________ Faculty Advisor 1____________________________

Major 2_________________________________________ Faculty Advisor 2____________________________

Minor / Concentration_____________________________ Faculty Advisor ___________________________

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<tr>
<th>Course Title</th>
<th># of credits earned (in host credits)</th>
<th>Major / Minor Approval (Faculty Initial)</th>
<th>PLS Requested</th>
<th>PLS Approval (Academic Advising Initial)</th>
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**Faculty Approval:**
I have met with the abovementioned student and confirm that they are on track to complete all academic requirements, based on their completed coursework and proposed courses during their study abroad / away program.

Signature, Faculty Advisor, Major (Required) __________________________ Date __________

Printed Name and Department___________________________

Signature, Faculty Advisor, Major / Minor / Concentration __________________________ Date __________

Printed Name and Department___________________________

*Please contact the Study Abroad and Away Office at 508-793-7363 or studyabroad@clarku.edu with any additional questions or concerns.*