

**READ BEFORE COMPLETING!!** In order to fill out form online, first save form to your computer. Click in each box and fill in the information. Save again and then send to registrar office for processing by email. ([registrar@hollins.edu](mailto:registrar@hollins.edu))

## APPROVAL FOR HOLLINS-AFFILIATED ABROAD COURSE

### Section A: Completed by the Student

*Please also attach a course description and/or syllabus and return this form to the Registrar's Office.*

1. Name of institution or program:

2. Course subject:  Course Number:  Host program credits/units:

3. Course title:

4. Check all that apply: Major, minor, or general elective credit must be approved by the appropriate academic department. Credit for general education perspectives must be approved by the department chair, the Academic Policy Committee, and the full faculty. **Courses may not count toward general education skills requirements.**

- Count for free-elective credit
- Count for major credit      Major
- Count for minor credit      Minor
- Count for ESP perspective      Perspective

Completed by Department Chair: (if necessary)

1.  Course approved to count as a  major/minor requirement:

Course level?  100  200  300

Course equivalent?

Department chair signature:  Date:

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### Section B: Completed by the Registrar

1.  Course not approved for transfer.

2.  Course approved as -level free-elective credit and with any additional approvals above.

Registrar signature:  Date:

\_\_ Entered on Approved Abroad Course spreadsheet. Initials \_\_\_\_ Date \_\_\_\_\_