

Complete the Following to Receive Credit for Affiliated Study Abroad Programs

Affiliated programs (Arcadia College for Global Studies), Kansai Gaidai U., UDLA, CC-CS, U. of Limerick, London Metropolitan U, School for Field Studies, U. of Ghana, Ludwigsburg U. of Education, CYA, ICCS), **complete Steps 1-3 before** leaving campus for study abroad. Complete **Step 4** as soon as possible after your course schedule has been finalized overseas.

There is no guarantee that new courses will be approved. Getting courses approved in advance and notifying us as soon as possible of any changes in your course selections will help avoid unpleasant surprises when you return to campus.

1. Complete the form titled "Affiliated Study Abroad Proposed Course List" on page 3 of this document.
 - a. Enter the appropriate information in section A of the form. Include **all** requested information.
 - b. In Section B, list your tentative course choices in the first three columns (these should match those you put on your program application).
 - c. In the fourth column—Major, Minor, Perspective, Free Elective—you **must** indicate how you want the course to count toward your graduation requirements. If you want it to fulfill a general education perspective, indicate which perspective you are seeking.
 - d. In the fifth and sixth columns, check either **Pre-Approved** or **Pending Approval**, as follows:

Pre-Approved: Courses which have already been approved by the Hollins faculty for credit appear in the registrar's spreadsheet of approved courses, which can be found by clicking on the [Registrar's Office Homepage](#) link on the Academics tab of [My.Hollins.edu](#), and in the approved courses binders in the international programs office. If a course you wish to take has already been approved for the type of credit you want (major, minor, perspective, free elective), enter a check in the Pre-Approved column. No further paperwork is required.

Pending Approval: If a course you wish to take has not yet been approved or has not been approved for the type of credit you want, check the Pending Approval column on your Proposed Course List. To request approval for credit for a course, you need two things: **1)** an Approval for Hollins-Affiliated Abroad Course, (attached on page 4), and **2)** a course description and / or a course syllabus from the institution's or program's website, catalog, or course list. The course approval form (attached page 4) is also available on the [Registrar's Office Homepage](#). Staple the course description to the approval form and take it to the assistant registrar.

**It is your responsibility to follow up with the registrar's office
to confirm that your courses are approved.**

- e. Section C requires your signature as well as your academic advisor(s).
2. **Make an appointment with your academic advisor(s).** Take your Proposed Course List and all corresponding documentation to the appointment. Review your choices with your advisor(s). Their signature(s) on the *Faculty Advisor Signature* line at the bottom of the Proposed Course List indicates their approval of your proposed course list. **This does NOT indicate their approval of any particular course.** Specific course approval is confirmed separately through the Registrar.

3. **Bring your completed Proposed Course List to the international programs office** after your appointment with your advisor. Take your **Course Approval** forms (one for each 'pending approval' course) with attached course descriptions to the registrar's office
4. **Notify the international programs coordinator via email** (abroad@hollins.edu) of your actual schedule once you have completed registration at your study abroad site. If you enroll in courses not previously approved, the assistant registrar will request approvals from the appropriate department chair **after you provide the necessary documentation.**

It is your responsibility to follow up with the registrar's office to confirm that your courses are approved.

Important Reminders

It is very important to bring copies of the syllabus and any written work you do for every course you take back to campus with you. If there is any question about credit, these documents will be invaluable.

Every class you take will appear on your Hollins transcript. You cannot take a course "just for fun" and ask upon return not to have it included in your transcript. Likewise, you cannot request that a course that you took and did badly in be excluded from your transcript. Courses on abroad programs cannot be taken on a pass/fail basis. All of the courses and grades that appear on your abroad program transcript will appear on your Hollins transcript. **All grades will be calculated into your Hollins GPA.**

You should complete the course approval process before leaving campus at the end of the term preceding your study abroad. When your study abroad transcript arrives at the registrar's office, any courses that have not been approved will be entered with a grade of "I" (incomplete) on your Hollins record until you complete the approval process outlined here.

If the course approval is not received by the end of the term following your term abroad, the "I" will automatically change to an "F" on your Hollins transcript.

Questions about this process should be directed to:
the international programs coordinator, international programs office
in Turner Hall A25, x6089, abroad@hollins.edu.

AFFILIATED STUDY ABROAD PROPOSED COURSE LIST

Section A:

Last Name: _____ First: _____ MI: _____

Telephone: _____ Student ID #: _____ Class Year: _____

Major(s): _____ Minor(s): _____

Advisors: (1): _____ (2): _____

Work to be completed at _____
 (Program / College or University)

Section B:

Subject	Course#	Course Title	Major, Minor, Perspective, or Free Elective	Course Approved?		IP ONLY
				Pre-Approved	Pending Approval	

Section C:

I understand the following Hollins University policies regarding transfer credits from Hollins-Affiliated Study Abroad Programs:

1. Course approvals must be secured *prior* to taking the course(s). Refer to attached instructions for detailed policies and procedures. **If your course selection changes for any reason, credit approval must be obtained for any new courses.**
2. Courses are counted as free elective credit unless otherwise noted and approved. 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.
3. **All** courses are transcribed as graded credits and are calculated into the Hollins GPA.

Student Signature

Faculty Advisor Signature (1)

Faculty Advisor Signature (2)

APPROVAL FOR HOLLINS-AFFILIATED ABROAD COURSE

Section A: to be 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/number: _____ Host program credits/units: _____

3. Course title: _____

4. Check all that apply:

Count for free-elective credit

Count for major credit Major _____

Count for minor credit Minor _____

Count for ESP perspective Perspective _____

Section B: to be completed by the Registrar

1. ____ Course not approved for transfer.

2. ____ Course approved as ____-level free-elective transfer credit.

Registrar signature: _____ Date: _____

To be completed by Department Chair: (if necessary)

3. ____ Course approved to count as a _____ major / minor requirement:

• Course level? 100 200 300

• Course equivalent? _____

Department Chair signature: _____ Date: _____