PART A: Student Information
Complete this section prior to seeking approval from various departments

PART B: Course Approvals
Complete the top section of the page

DEPARTMENTAL APPROVAL Section:
1. Bring the Course Approval Form and syllabi to respective Major/Minor Department Chairs to evaluate the Education Abroad courses you hope to take abroad. The Department Chair will review the course descriptions/syllabi and they will complete the “SU Equivalent Course # and Title” section of the form indicating how each Education Abroad course will transfer to Seattle University. They will then sign the “Department Approval” section to officially approve the equivalency for you.
2. Allow at least two weeks for the Department Chairs to evaluate the courses and sign the form. PLAN ACCORDINGLY with respect to Education Abroad Office Deadlines.

3. At this point in the process, you do not need to get signatures for UCOR or General Elective courses. Once you submit this form to the Education Abroad Office by the deadline, your Education Abroad Advisor will approve courses for General Electives and will work with the University Core Office to request approval for UCOR course equivalencies.

PART C: Final Signatures
1. Obtain your Academic Advisor’s signature AFTER receiving required signatures from the relevant Major/Minor Department Chairs in Part B. Remember, courses for General Electives and UCOR will be approved after you submit this form to the Education Abroad Office. If you have multiple advisors, you must obtain a signature from the Advisor representing the academic area within which most courses will be taken abroad. Your Academic Advisor’s signature acknowledges that the listed courses are appropriate to the student’s graduation requirements.
2. Complete the “Student Signature” section and submit the Course Approval Form to the Education Abroad Office by the deadline.

ADDITIONAL INFORMATION
• After evaluation by the Education Abroad Office, the Course Approval Form is sent to the Office of the Registrar. You will receive the original copy via email from the Office of the Registrar for your records.
• While abroad, if additional courses need approval, email your Education Abroad Advisor for assistance in getting those courses approved with the appropriate academic departments. Once the courses are approved, your Education Abroad Advisor will inform the Office of the Registrar to update your approved list.