

## SUNY FREDONIA International Course Approval Form

Name: \_\_\_\_\_

FID #: \_\_\_\_\_

Major: \_\_\_\_\_

Advisor: \_\_\_\_\_

Overseas Program: \_\_\_\_\_

E-mail: \_\_\_\_\_

Planned Graduation Date: \_\_\_\_\_

Semester Abroad: \_\_\_\_\_

Overseas Course Number & Title	Credit Hours	Fredonia Equivalent	CCC Category	Signature Approval	
				Department Chair	CCC Coordinator

Please provide at least 8 – 10 choices in the event you are unable to get your first choices.

I understand how study abroad, as approved, affects my degree and my transcript. I also understand that getting course approval and their Fredonia equivalents is my own responsibility, and not that of the International Education Center. **In the event that I change any of the above courses, I understand that I must seek additional approval from my department upon my return.** Failure to do so may jeopardize the fulfillment of my degree requirements.

\_\_\_\_\_

Signature
Date

## Using the Overseas Course Approval Form

*It is important that you work to complete this form prior to leaving for your study abroad experience, as it will ease the transition of credits when you return to Fredonia. It is important to gain approval for 8 – 10 courses, in the event that courses change or are cancelled while abroad.*

### Initial Steps

1. Explore coursework at the institution abroad. Try to find coursework that you believe is most like coursework that you would take at Fredonia.
  - a. For major requirements, look through the curriculum and degree requirements for your major. Are there any courses offered abroad that look similar in name or content to those offered at Fredonia?
  - b. For CCC requirements, explore the list of approved CCC classes [online](#). When getting CCC requirements approved, courses abroad ***must match*** the CCC's on this list in name or content.
2. Students should pick several courses at the overseas institution, and ***obtain specific course information*** (such as a course description or syllabus). ***Students must bring all course information to meetings with Department Chairs and the CCC Coordinator.***
3. Get major courses approved by Department Chair.
4. Get CCC courses approved by Department Chair of CCC and CCC Coordinator.
5. Form is returned to the Office of International Education (OIE).

### Getting Approval for Major/Minor Courses

Students seeking approval for coursework that pertains to their major or minor should work directly with their Department Chair(s). Department Chairs have sole discretion to determine if coursework abroad can be applied to the student's degree. If students do not wish to get CCC's abroad, they can turn the Course Approval form back to the Office of International Education after meeting with their Department Chair.

### Getting Approval for CCC Requirements

Students seeking approval for CCC's abroad should first get major/minor courses approved with their Department Chair. From there, they should consult the [online listing of CCC classes](#) to see what CCC's (if any) are offered abroad. When a student finds a course abroad that they believe matches a course at Fredonia, they should meet with the Department Chair in the area that the CCC is offered. For example, if a student finds an Art History course abroad that is similar in name or content to a Fredonia CCC, they should meet with the Department Chair for the Visual Arts department.

After receiving approval from the department that offers the CCC, students should meet with Dr. Lisa Hunter (716-673-3717) to get final approval for the CCC. Dr. Hunter's office will send the Course Approval form to OIE after approval has been verified.

### What Happens When I Turn in This Form?

When this form is returned to the Office of International Education, it is kept in your study abroad student folder until your transcript for your study abroad experience arrives. Upon receipt of your transcript, the OIE will send transcript and course approval form to the Registrar, where both are kept in your advising folder. Your advisor will be able to see what classes you took abroad, what grades you received for them, and what the classes count for on your degree.