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**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 submit as part of your application.

**1.** **Select the courses you wish to take during your program**

* Courses are not guaranteed to run each semester for some programs, so it is wise to have back-up 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.
* Students should take the equivalent of 3.75- 4.5 Units (or 15-18 US credits) per semester. Any overloads must be approved by Academic Advising.
  + **One Clark unit is approximately equivalent to 4 US credits, 6-8 ECTS or 15-20 UK credits. These are approximate and you must check with the Office of Study Abroad and Away for how your exact courses will transfer.**

**3. Major / Minor / Concentration Credits**

* Provide this form, along with copies of syllabi for all proposed courses, to the appropriate department administrator if requesting major/minor/concentration approval.

**4. Program of Liberal Studies (PLS) Credits**

* If you wish courses to be evaluated for a [Program of Liberal Studies requirement](https://www.clarku.edu/undergraduate-admissions/majors-academics/undergraduate-program/), write the requirement for which you want the course considered (i.e. HP, SP, etc.), in the column marked “**PLS Requested**”. You must receive PLS approval from Dean DeMoura in the Dean of the College office. Please include a course description / syllabi with your request.

**5. Faculty Advisor Approval**

* This form MUST be signed by your faculty advisor(s), indicating their approval of participation in your selected program, even if you are not requesting major credit.

**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-Approved Programs**: Courses taken on a Clark-approved 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 program will receive transfer credit provided a C or above is earned.

**CLARK STUDY ABROAD AND AWAY COURSE/CREDIT APPROVAL FORM**

**This form MUST be signed by your primary major faculty advisor(s), indicating their approval of participation in your selected program, even if you are not requesting major credit.**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Study Abroad Program\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Semester Away: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Major 1\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Faculty Advisor 1\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Major 2\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Faculty Advisor 2\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Minor / Concentration \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Faculty Advisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Course Title** | **# of host credits** | **# of Clark units** | **Major / Minor Approval**  (Faculty Initial) | **PLS waiver Requested** | **PLS Approval**  (Dean Initial) |
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**I do not plan to receive major or minor credit during my time abroad**

**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 1, Major (Required) Date

Printed Name and Department

Signature, Faculty Advisor 2, Major / Minor / Concentration Date

Printed Name and Department

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