


# STUDENT INSTRUCTIONS FOR COURSE PRE-APPROVAL

The entire course approval process is not considered complete until AFTER you have returned home from your studies abroad. Please see the description of the stages below for an explanation of this process:

## Prior to Departure – PRE-APPROVAL Stage


Complete the **Overseas Course Pre-Approval form** (page 2 of this document)

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- This form is designed to help you when choosing your overseas courses by having you discuss these courses with your major/minor/GE advisors and have the courses pre-approved to count toward a major, minor or general education requirement.
  - **This form is for Pre-Approval purposes only and is unofficial.**
  - Select 6-10 courses for pre-approval

### The Role of Your Advisors:

- ❖ Your Major Advisor: will determine whether a course will satisfy requirements for your major, including major electives.
- ❖ Your Minor Advisor: will determine whether a course will satisfy requirements for your minor, including minor electives.
- ❖ The Academic Advising Center (General Education Advisors): will determine whether a course will satisfy requirements for the General Education curriculum.
- ❖ Your Study Abroad Advisor: will help you find course descriptions and syllabi to bring to the advisors listed above. The Center for International Programs **can not approve courses for your major/minor/GE**. This can only be done by the appropriate advisor or department chair.

## While Abroad – Trouble-shooting course changes

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- There is no guarantee that the courses you hope to take abroad will be available when you arrive at your overseas university unless you register for them online prior to your departure (not all programs allow this).
  - For this reason, you must keep open lines of communication with your advisors while abroad.
  - If a pre-approved course is not available or if you decide not to take it, you must email your advisor for pre-approval of the replacement course. Save these emails so you can reproduce them upon your return from abroad.

## Upon Return to New Paltz – OFFICIAL APPROVAL Stage

- Remember, it can take up to **4 months** for the classes/grades from abroad to appear on your transcript at New Paltz.
- Wait until you see your classes/grades from abroad on your transcript before approaching your advisors for **official approval**.
- Set up a meeting with your advisor(s) for official course approval. **Bring your completed Pre-Approval form (and/or emails from abroad) with you to this meeting.** Your advisor should complete a **“work-flow” report** to have the overseas courses applied to your **Progress Report**.
- If your advisor is unfamiliar with or unwilling to complete the online work-flow, a hard copy paper form (the Official Course Approval Form) will be available for this purpose upon your return to the US via your application checklist.

# Overseas Course Pre-Approval Form

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

To the Advisor:

Study Abroad Program: \_\_\_\_\_

1. This form is for **pre-approval purposes** only and is **unofficial** (official approval will be done after the student returns from abroad by completing an online work-flow)
2. Review the overseas course descriptions/syllabi provided by your advisee.
3. List the equivalent SUNY New Paltz courses, if they exist.
4. If no equivalent course exists, please list the major requirement that will be fulfilled should your advisee enroll in the course (for example, upper division elective in the major).

Overseas Course	New Paltz Equivalent or MAJOR Requirement	MAJOR Advisor Signature
Overseas Course	New Paltz Equivalent or MINOR Requirement	MINOR Advisor Signature
Overseas Course	G.E. Requirement	ACADEMIC ADVISING Signature