

Study Abroad Course Approval Form
Study Abroad Office – Saint Anselm College

This form is used to obtain academic approval for your overseas courses for any credit-bearing study abroad program. Students should be aware that students receive transfer credit for their participation in an overseas program. This form must be submitted along with the online Saint Anselm College Study Abroad Enrollment Forms by the specified deadlines.

You are expected to take a normal (not minimum) course load at the overseas university or program that you attend. In addition:

- Credit will be awarded for all courses preapproved and passed with a grade of C or better.
- Credit will not be given for courses taken on a pass/fail basis.

Elective Credit: Courses taken for elective credit do not fulfill any specific requirement, but do count towards the total number of courses needed to graduate from Saint Anselm College. Courses taken for elective credit need not duplicate specific courses at Saint Anselm, but they must be courses that could possibly be offered by a department at Saint Anselm. The Study Abroad Office preapproves all courses for elective credit.

Major/Minor Credit: The Department Chair for your major or minor will preapprove all courses you are requesting to take abroad that will count as major and/or minor requirements.

Modern Language Majors & Minors: Students must obtain signatures from the Modern Languages Department Chair for all foreign language courses after meeting with their major or minor coordinator. First students must meet with the advisor for the language you plan to take abroad. After you have met with and collected all the required signatures, then you will meet with Prof. Elizabeth Fouts, chair of the Dept. of Modern Languages and Literatures. She is the last person to sign for any language course.

Spanish

- Spanish majors: Prof. Jimenez
- Spanish minors: Prof. Orrego

French

- French majors: Prof. Rossbach
- French minors: Prof. Rossbach

Russian (Russian Area Studies Minor)

- Prof. Spitzer

German

- German Studies majors: Prof. Feldhaus
- German Studies minors: Prof. Feldhaus

Chinese (Asian Area Studies Minor)

- Jessie Tsai

Core Credits (Theology Elective): The Study Abroad Office maintains a list of pre-approved courses that will count toward your Theology graduation requirement. The Associate Director for Study Abroad can email the pre-approved course list to you. If there is a course you are interested in taking but it is not on the pre-approved list please send the course information, including the course description, to sgoolkasian@anselm.edu for approval. The Associate Director for Study Abroad will liaise with the department chair for approval.

GENERAL INSTRUCTIONS

1. Research and print course descriptions/syllabi for any study abroad courses you would like to have approved.
2. Make an appointment with the appropriate Department Chair who will review your courses on the course approval form.
3. When you select courses, please refer to the most recent course information provided by your academic program.
4. You may use an additional course approval form to list extra courses for approval to allow you more flexibility once you are abroad.
5. After obtaining course approvals, deliver your Study Abroad Course Approval Form (with attached course descriptions) to the Study Abroad Office.
6. After a final review by the Study Abroad Office, a copy of your completed form will be emailed to you. Carefully review it and note which courses were/were not approved and how many courses/credits you need to take abroad. If new courses are substituted for those that were preapproved, be sure to have them approved by the relevant authority and confirm final course selections with the Study Abroad Office.
7. Upload the scanned copy of the form that was emailed to you by the Study Abroad Office to the Study Abroad Portal.



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READ THE INSTRUCTIONS FIRST!

Name: _____ Student ID#: _____ Advisor: _____
Major(s): _____ Minor(s): _____ Semester & Year Abroad: _____
Program Partner: _____ Overseas University: _____

Please list in order of preferences 8-10 course on your proposed plan of study below. Students must obtain signatures following the instructions outlined on page 1.

Title of course to be taken abroad (Attach course description for review)	Host Credits	Course Equivalent/Requirement Fulfilled (Department Chair must list SAC course number and title.)	SAC Credits	Signature of Dept. Chair or Relevant Faculty Member (Each course must have a signature)	Course Designation (Major, Minor, Core Requirement or Elective)
Sample: LIT 201 Shakespearean Literature	20	EN251 Shakespeare	4	Signature from English Dept. Chair	Major Requirement
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
Total Credits:					

Required signatures: Students must obtain the signatures below in order to finalize the program and course approval for study abroad participation.

	<u>Signature</u>	<u>Date</u>
1. Department Chair (within your major)	_____	_____
2. Associate Director, Study Abroad	_____	_____

COURSE DESCRIPTIONS OR SYLLABI MUST BE ATTACHED TO THIS FORM OR IT WILL NOT BE ACCEPTED.

Office Use Only

Normal course load: _____ (equivalent to 16 Saint Anselm credits)