



Office of Academic Advising and Student Services

Study Abroad Course Approval Process Guide for Elliott School Undergraduates

Updated February 20, 2007

PART I: Complete Course Approvals

1. Download a Course Approval Request Form from the Office for Study Abroad website: <http://www.gwu.edu/~studyabr/pdf/course-approval.pdf>.
2. Take the form and a copy of the course description of any class you are considering taking abroad to the relevant department on campus to find out how the course will transfer, which is how it will appear on your transcript. It is up to the individual departments to determine the GW equivalents for courses taken abroad. If, for example, you are considering taking a class called “Economics in the EU,” go to the economics department with the form and the course description.
3. Make two copies of your signed Course Approval Request Form(s). Submit the original(s) to the Office for Study Abroad; turn in one copy to the ESIA Office of Academic Advising and Student Services; and keep one copy for your records.

The designation the department representative writes on the signed Course Approval Request Form indicates how the course will transfer back to GW.

There are two types of designations:

- a) The GW equivalent is a specific course that is listed in the GW Bulletin (e.g. ECON 181, PSC 142, or HIST 194). If that course is included on the list of courses approved for an ESIA requirement, it will satisfy that requirement; that is, you do not need to petition the course.
- b) The GW equivalent is listed as a “variable topics” course (e.g. IAFF 099, PSC 099, HIST 101). Proceed to Part II.

PART II: Petition “Variable Topics” courses to count toward an ESIA requirement

You must petition any course that was approved as a “variable topics” course if you want it to fulfill an ESIA requirement (either GCR or Major Requirement). For each “variable topics” course you wish to count toward a requirement, submit the following to the ESIA Office of Academic Advising and Student Services:

- Petition Form (<http://www.gwu.edu/~elliott/studentservices/forms/petition.pdf>) with course name, course number, the GW equivalent, and the requirement you want to course to satisfy, and why this is a suitable substitution.
- A copy of the course description or syllabus.

Your academic advisor will notify you whether or not your petition was approved.

Students Who Are Currently Abroad:

You can get course approvals and submit petitions while abroad. The Office for Study Abroad will accept emails confirming the GW course equivalents in place of signatures on the Course Approval Request Form. Make sure you save the emails you receive from the departments. You can forward these emails to the Office for Study Abroad at studyabr@gwu.edu.

To petition a “variable topics” course while abroad, send an email to your Academic Advisor with all of the information listed in Part II.

For more information about transferring credit from abroad, visit the Office for Study Abroad website at <http://www.gwu.edu/~studyabr/transfer.shtml#f>.