

Lake Forest College Course Pre-Approval Form for Study Abroad Programs

Program Name: _____

Student Name: _____	LFC ID#: _____
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For the below section, use the credit equivalency guide that was provided by the Global Engagement Office (GEO) & Registrar's Office.

Credit System used abroad: _____	# of credits needed for 4.0 LFC: _____	# of credits needed for 3.0 LFC: _____
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Participants in ALL programs must complete and submit this form.

Submit this form before _____.

Failure to turn in this form means you will not receive credit nor financial aid for your program.

DIRECTIONS:

- Student Instructions:** Complete the final page for any courses you are considering taking on your off-campus program. Include alternate courses to allow for flexibility. Use additional pages if necessary. Discuss your courses with your advisor(s) to make sure they fit in your degree plan. **Some programs may not publish the courses available until close to the term date; in these cases, use the previous equivalent term.** Ask your program for the most up-to-date course list. You **must** enroll in the equivalent of 3.0 LFC credits. Please refer to the credit equivalency guide that you received from GEO.
- Advisor Instructions:** Please sign off on the final page.
- Chair Instructions:** Please complete the section on the final page entitled "Courses to be applied toward major/minor". For programs that use the ECTS system: General guidance is that a course or combination of courses should be at least 5-6 ECTS to count towards a major/minor requirement, or as determined by the department chair.

I have read and understood all directions as listed. I understand that failure to follow directions may mean that I do not receive credits as anticipated.

Student Signature: _____ Date: _____

Important Notes:

- For fall or spring programs: Students are required to take (the equivalent of) between 3.0 and 4.5 LFC credits while abroad. Due to different credit systems worldwide, you may take anywhere from 2-10 courses in a single semester. It is your responsibility to register for the correct amount of credits.
- This form is not final and can be updated when necessary. Keep a copy of this form while abroad. Any additional course approvals may be done over email with your advisor and department chair (if necessary).
- Students participating in an off-campus program during their final semester before graduation will have their official degree conferral postponed to the following term. If the student is back in time for Commencement, they can still participate in the event and their name will be listed in the program as a Bachelor of Arts degree candidate. The reason for the delay is that study abroad programs may not provide your final transcript for several weeks or months after the completion of your program. In rare cases for spring graduates, we may not receive the program transcript in time for a summer conferral date, and the degree will be conferred in the fall.
- For fall or spring programs: All courses and grades are posted to your LFC transcript, including grades of F. These grades are not included in your Lake Forest College GPA but are used in calculating Dean's List and Latin honors. Departments may have minimum grade requirements for courses to count toward a major/minor.
- For summer programs: Only courses with a grade of C- (or equivalent) or better will be accepted in transfer.
- F-1 international students: Keep the DSO at the Lake Forest College up-to-date with your abroad plans. A study abroad program could impact your visa. This is particularly important if you study abroad during your final semester and it will have implications for your I-20.
- Courses not approved for a major/minor program will count as electives toward graduation requirements.
- All courses are reviewed for FFC credit by the Registrar's Office and/or FFCIS.

Type of courses that will not be accepted for credit: Health/PE, Hospitality/Tourism, Social Work, Engineering, or Medical Terminology courses

- It is also best to avoid courses in early childhood education and criminal justice as well.

This is not a course registration form. Official course registration is done through your individual program.

It is the student's responsibility to ensure they are enrolling in the proper number of credits and remain on track to graduate.

For credit equivalency and course transferability questions, email the Registrar's Office AND the Director of the Global Engagement Office.

I have read and understood all notes as listed. I understand that failure to follow directions may mean that I do not receive credits as anticipated.

Student Signature: _____ Date: _____

EXAMPLE!!!!!! COURSE APPROVAL FORM

- The purpose of this sheet is to understand how the courses will be applied to your degree once the Registrar's Office posts your abroad credit. **You can get more courses approved than you plan to take!**
- If course plan changes after the submission of this form, updated approvals can be done via email. Send any updated approval emails to geo@lakeforest.edu.
- For Credit amount – list the host credit amount, NOT LFC credit equivalency.
- Questions? Email geo@lakeforest.edu

Department Chairs only need to sign off on courses for major/minor approvals.

COURSES TO BE APPLIED TOWARD MAJOR/MINOR

(List direct course equivalency if possible, otherwise list the requirement it meets, ex. 300-level elective)

Title & Course #: Italian Political System [500018] Credit Amount: 6 ECTS

LFC Course Equivalent/Requirement Met: 300 - Level POLS Elective

Chair Signature: Chair Signature

COURSES TO BE APPLIED AS GENERAL GRADUATION CREDIT

Title & Course #: Contemporary Art History [501201] Credit Amount: 6 ECTS

Title & Course #: Ancient Greek and Roman Theater [501297] Credit Amount: 6 ECTS

Title & Course #: Introduction to Geology [504418] Credit Amount: 6 ECTS

Title & Course #: Business Management [502505] Credit Amount: 6 ECTS

Title & Course #: _____ Credit Amount: _____

Title & Course #: _____ Credit Amount: _____

Title & Course #: _____ Credit Amount: _____

Title & Course #: _____ Credit Amount: _____

Advisor Signature: Advisor Signature

Advisor Signature (for double majors): _____

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(List direct course equivalency *if possible*, otherwise list the requirement it meets, ex. 300-level elective)

Departmental Limit:

Is there a maximum # of courses students may bring back for credit towards the Major or Minor? If so, please indicate #: _____ Chair Signature: _____

Please Note: Students may get multiple approvals to allow flexibility in course scheduling while abroad.

Notes: _____

Title & Course #: _____ Credit Amount: _____

LFC Course Equivalent/Requirement Met: _____

Chair Signature: _____

Title & Course #: _____ Credit Amount: _____

LFC Course Equivalent/Requirement Met: _____

Chair Signature: _____

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Title & Course #: _____ Credit Amount: _____

Advisor Signature: _____

Advisor Signature (for double majors): _____

Why do you have advisor sign off? Because it's important to have an idea of what your advisee plans to take.

**Experiential Learning FFC – Students need to submit the reflection to be awarded the EL FFC. Students receive the instructions from GEO.*

To ensure that credits will transfer properly, please obtain signature from Transfer and Registration Coordinator in the Registrar's Office: _____

Transfer and Registration Coordinator can also approve courses for FFC requirements.