

1: CWRU Program/Plan Information

Last Name: Schmoe CWRU Email: Joe.Schmoe@case.edu
 First Name: Joe Entered CWRU: Aug 2025
 SIS ID: jxs000@case.edu Graduation Term: May 2029
 Program Abroad: UC3M Term and Year Abroad: Fall 2028

Instructions:

Students should email the **academic representative** for the department in which credit transfer is being requested. (ex: If requesting approval for a stats course, ask the math academic representative.) When emailing course approval requests, send the link to this form as an **editable** Google drive file and the syllabus for the overseas course to the academic representative **listed here**. For more info about the course approval process **click here**. The **due date for this form is the Friday before finals week in the semester prior to the study abroad term.**

2: Course Approvals

Get more courses approved than you will take abroad. For technical electives and course substitutions not listed in SIS, students and their advisors will need to use the **AR substitution form** and upload it **with this form** to your study abroad online application.

Overseas course name and #	CWRU course code (ex. ANTH300TR)	Academic Representative Approval	Office use only	
			Credit Received	Pass/No Pass
Intro to Biomaterials (15553)	EBME 306	BME Preapproved		
International Trade (13250)	ECON 373	<i>Sining Wang</i>		
International Human Resource Management (13937)	MGMT 300-TR	Jenny Hawkins	3.0	P
The Welfare State in Comparative Perspective (16932)	POSC 300-TR	<i>Matthew Hodgetts</i>		
Television Studies (13520)	ENGL 285	Kurt Koenigsberger	2.5	P
History of Journalism (13495)	HIST 200TR	<i>Gillian Weiss</i>		
Linear Algebra (13879)	MATH 307	Chris Butler	2.5	P
Algorithms (16484)	CSDS 310	CS Preapproved	2.5	P
Statistics (15535)	STAT 312	Paula FitzGibbon	2.5	P
Industrial Automation (15505)	EMAE 300-TR	Robert Barnhart		
Periodismo International (13284)	SPAN 200-TR	<i>Jacqueline Nanfito</i>		

3: Credit Conversion (student to complete) Abroad credits (ex: 5 ECTS) 2.5 = 5 CWRU credits (ex: 2.5)
 Find this information in the "Academics" tab on your program application page.

4: Major Advisor Approval (once course approvals are finalized)

Advisor's Name: Anne Academic Advisor Signature: Anne A. Advisor Date: 01/01/2025

5: Study Abroad Advisor Approval

Advisor's Name: Cami Ross Signature: Cami Ross Date: 01/02/2025

6: Student signature (complete online):



We Check Google History – No Signature Needed on Form

Please review the [academic policies for course transfer](#). You can find these policies in your study abroad online application. Your online signature is required and will be a confirmation that you understand and will abide by these terms and conditions.