Office of Education Abroad Course Approval Form (Example)

Students are responsible for reviewing and adhering to the Academic Policies for Study Abroad Course Transfer, available online and in the study abroad application. To ensure coursework completed abroad transfers back to CWRU, students must follow the Course Approval Process and comply with Case Western Reserve University's academic regulations and policies for International Experiences as outlined in the University Bulletin.

All study abroad courses must be approved by the Academic Representative (AR) for the CWRU department that teaches the subject. It is the student's responsibility to contact the appropriate AR(s) and share access to an editable Course Approval Form in Google Drive, along with the overseas course syllabus. Students are strongly encouraged to seek approval for more courses than they plan to take abroad, in case of schedule changes.

A completed and signed **Course Approval Form** must be uploaded to the study abroad application no later than the Friday before finals week in the semester prior to the study abroad term. Please note that the Office of Education Abroad reviews Google document history to confirm that students followed the Course Approval Process and obtained approval from the Academic Representative before transfer credit is granted.

Student Information and Study Abroad Program Information

Last Name:	Spartan	**First Name:**	Cassie
CWRU ID (7-digit number):	1234567	**CWRU Email:**	abc123@case.edu
Entered CWRU:	August 2024	**Graduation Date:**	May 2028
Program Abroad:	UC3M	**Term and Year Abroad:**	Fall 2026

Course Approvals

Student to Complete	Academic Representative to Complete				OEA to Complete	
Overseas Institution course name and number	CWRU course code (ANTH 300-TR)	Academic Representative Approval e-Signature	One-Time Approval	Three Year Approval	Credit Received	Pass/ No Pass
Intro to Biomaterials (15553)	EBME 306	BME Pre Approved	☑	☐		
International Trade (13250)	ECON 373	*Johnathan Ernest*	☑	☐		
International Human Resource Management (13937)	MGMT 300-TR	*Jenny Hawkins*	☐	☑	3.0	Pass
Television Studies (13520)	ENGL 285	Gustav Demeter	☑	☐	2.5	Pass
History of Journalism (13495)	HYST 200-TR	*Renee Sentilles*	☑	☐		
Linear Algebra (13879)	MATH 307	*Chris Butler*	☐	☑	2.5	Pass
Algorithms (16484)	CSDS 310	CS Pre Approved	☑	☐	2.5	Pass
Statistics (15535)	STAT 312	*Paula FitzGibbon*	☑	☐	2.5	Pass
Industrial Automation (15505)	EMAE 300-TR	Paul Barnhart	☑	☐		
Periodismo International (13284)	SPAN 200-TR	*Jacqueline Nanfito*	☑	☐	1.5	Pass

Updated February 2026

Course Credit Equivalency

Students participating in semester or academic year study abroad must enroll in the equivalent of at least 12 credit hours each semester in order to maintain full-time student status for the semester abroad.

Program Abroad credits (e.g. 5 ECTS) **24** **=** **12** CWRU Credits (e.g. 2.5)

This information can be found on the Academics tab of your study abroad program at studyabroad.case.edu.

Required Signatures

Upon finalization of the Office of Education Abroad Course Approval Form, the following individuals are required to sign this form:

Major Advisor

I certify that I have had a conversation with this student about the implications of study abroad for their completion of degree requirements. Signing this form does not constitute approval of course content or the transferability of courses to CWRU.

Anne Academic Advisor	*Anne Advisor*	1.6.2026
Name	e-Signature	Date

Study Abroad Advisor

Cami Ross	*Cami Ross*	1.10.2026
Name	e-Signature	Date