

THE ELLIOTT SCHOOL
OF INTERNATIONAL AFFAIRS

Study Abroad Course Approval Process Guide

Obtaining Course Approvals

1. Download a **Course Approval Request Form** from the Office for Study Abroad website: <http://studyabroad.gwu.edu/>.
2. **Take this form and course descriptions** of each of the courses you plan to take abroad to the respective departments at GW. (*For example, a student would take a description for “Economics in the EU” to the economics department.*) Each GW department determines the “GW Course Equivalent” for courses in that discipline taken abroad.
3. **Make two copies** of your signed Course Approval Request Form(s) and **submit the original(s) to the Office for Study Abroad, one copy to Academic Advising, and keep one copy for your records.**

What Does My Course Approval Mean?

The “GW Course Equivalent” indicates how the course will appear on your GW transcript when transferred. There are two types of designations:

Exact equivalent – a specific course listed in the GW Bulletin (e.g. GEOG 2120, PSC 2442, or HIST 3811). An exact equivalent directly substitutes for taking that course at GW.

Variable topics – a course without an exact GW equivalent (e.g. IAFF 1099, PSC 1099, HIST 3001). Variable topics courses must be petitioned to satisfy Elliott School requirements. They do not need to be petitioned if they were taken for elective credit.

Petitioning “Variable Topics” Courses To Satisfy Elliott School Requirements

For each “variable topics” course you wish to count toward a requirement, submit the following to Academic Advising:

- **Course Substitution Request Form** (<http://elliott.gwu.edu/assets/docs/acad/forms/course-substitution-request.pdf>) listing the course name and number abroad, the GW equivalent, the requirement you wish to satisfy, and a reason why you feel this is a suitable substitution.
- **A copy of the course description or syllabus.**

Your academic advisor will notify you whether petition was approved or denied.

Students Who Are Currently Abroad

The Office for Study Abroad accepts email confirmations in lieu of signatures on the Course Approval Request Form. Forward any email approvals to Study Abroad at studyabr@gwu.edu and be sure to save them should you need this information again.

To petition a “variable topics” course while abroad, send an email to your academic advisor with all of the information listed in “Petitioning ‘Variable Topics’ Courses,” above.

For more information about transferring credit from abroad, go to <http://studyabroad.gwu.edu/>.