

## 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.

Credit System: US (semester hours) ECTS Other: _____	# 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 all columns in the “Student Section” on page 2 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.**
- Advisor Instructions:** Complete all columns in the “Advisor Section” on page 2. List the equivalent LFC department and recommend a course equivalent or major/minor requirement, or write “elective” if the course will not complete a major/minor requirement. Initial to signify approval of course options.
- Chair Instructions:** Review the courses and recommendations for any major/minor requirements. Make any amendments (if necessary), then sign & date to indicate approval of course/requirement equivalencies.

### 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 year before graduation will likely have their degree conferral postponed to the following term. Study abroad programs may not provide your final transcript for several weeks or months after the completion of your program.
- 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.

**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.**

Reach out to the Global Engagement Office for questions.

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.

Student Section			Advisor Section			Department Chair Section
Course Name	Course #	Host Credit Value	Equivalent LFC dept/program	LFC equivalent course or <b>specific</b> major/minor requirement or "general elective"	Advisor Initials	Signature & Date
Advisor/Dept Chair notes:						

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

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_