

KEENE STATE COLLEGE STUDY AWAY COURSE PLANNING and PRE-APPROVAL - COURSE SUBSTITUTION FORM

Any course you complete with a passing grade on an approved study away program will automatically transfer back to KSC as an elective if you have not taken the course already. If you want a course to count towards *integrative studies* or your *major/minor*, you may need an approval.

INSTRUCTIONS

List the study away courses you plan to take. Course information and schedule is available on the website, through program catalogs and/or in other sources depending on the program. The GEO office is available to help.

Put the courses you plan to take in the *Elective, Integrative Studies* and/or *Major/Minor* category. *Put down more courses than you will actually take, especially if you will be attending a program where course registration occurs upon arrival. Please note that this form does not substitute in any way for the actual course registration at the institution.*

*Click the "[Transfer Course Listing](#)" link on the GEO website to see if any of the courses you have listed under *Integrative Studies* and/or *Major/Minor* have already been approved for your study away program/school. **If so, check in the "✓ If Already Approved" box.** If not, you will need to secure approval with a signature from the appropriate individual, which indicates that **IF** you pass that course, it will be equivalent to the identified corresponding course at Keene State College.

Integrative Studies Courses: Lower level "Integrative Studies" courses are approved by the GEO Office. Upper level "Integrative Studies" courses have a different approval process that involves a pre study away program meeting, careful course selection and a post study away course approval packet submitted to faculty members of the GEO Advisory Committee who make the final decision regarding 300 level ISP approval. Students can only have a maximum of one study away course transfer in as an upper level Integrative Studies Course.

Major Courses: For courses in your major and/or minor, you will need the Department Chair and/or Designee approval. If you have more than one major or minor, please make sure that the appropriate Department Chair and/or Designee signs for each course.

If you have any questions, please contact the Global Education Office. **This form should be returned to the GEO office prior to study away.** It will be used to transfer in the study away courses upon completion.

Should there be any changes in your proposed program, please notify the Global Education Office immediately [by e-mail or otherwise, copying your advisor] to avoid problems with the transfer of credit. It is advisable to inform the GEO office of your actual study away course schedule when it is finalized.

I have read and understand the pre-approval course substitution and transfer policies for approved study away programs at Keene State College.

Student Signature _____ **Date** _____

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Name: _____ Student I.D.#: _____

Major(s): _____ Minor(s): _____

Academic Advisor: _____

Host Institution _____

ELECTIVES

INTEGRATIVE STUDIES EDUCATION REQUIREMENTS

(100-200 Level)

<i>Study Away Course</i>	<i>KSC ISP</i>	<input checked="" type="checkbox"/> <i>If Already Approved</i>	<i>If not approved, GEO Director or Assoc. Director's Signature needed for Approval</i>
<u>EX: SOC 001 Principles of Sociology</u>	<u>IS-SOC</u>	<input checked="" type="checkbox"/>	_____
_____	_____	<input type="checkbox"/>	_____
_____	_____	<input type="checkbox"/>	_____
_____	_____	<input type="checkbox"/>	_____

(300-400 Level)

Final approval granted by committee upon return. GEO review only.

<u>EX: ART 308 Art History</u>	<u>IA-ART</u>	_____
_____	_____	_____
_____	_____	_____

MAJOR or MINOR REQUIREMENTS

<i>Host Institution Course</i>	<i>KSC Substitute Course</i>	<input checked="" type="checkbox"/> <i>If Already Approved</i>	<i>If not approved, one needs Chair/Designee Signature/ Printed Name for approval</i>	<i>Initial if don't want Standing Substitution</i>
<u>EX: PSYC 001 Prin. of Psychology</u>	<u>PSYC 101 Gen Psyc</u>	<input type="checkbox"/>	<u>Professor Advisor</u> _____ <small>(Signature) (Print Name)</small>	_____
_____	_____	<input type="checkbox"/>	_____	_____
_____	_____	<input type="checkbox"/>	_____	_____
_____	_____	<input type="checkbox"/>	_____	_____