

## INSTRUCTIONS FOR SEEKING MAJOR, MINOR, or COMMON CURRICULUM CREDIT FOR STUDY ABROAD COURSES

### For students accepted to terms abroad sponsored by the International Programs Office:

The courses you take on your term abroad are pre-approved to count toward the 36 courses you will need to graduate (40 for engineers).

You should complete this form **only** if you seek major, minor, or common curriculum credit for one or more of the courses you plan to take abroad. This form should be completed *prior* to your departure. You may request major/minor/common curriculum credit after you return, but approval is not guaranteed.

1. On the International Programs website, select “Programs” to review the courses offered. If a course already has a three-letter tag corresponding to a Union department followed by a three-digit number and then “T” (e.g., BIO 350T, FRN 208T), this form is not needed. Such courses are already assigned Union College course numbers. You may consult the Catalog and/or the department chair or program director in order to understand how such courses will count toward the major, minor, or common curriculum. *This form is designed for courses that do not have such a designation.*

2. Complete the top part of Union Study Abroad Major/Minor/Common Curriculum Course Approval Form.

3. In the first table column, fill out the number and title of the course you are seeking approval for.

4. If you are seeking major or minor credit, take the form and the course description to the relevant department chair or program director. S/he will need to complete the Union Course Number, Major or Minor Credit, Chair/Director’s Signature, and Printed Name columns.

5. If you are seeking Common Curriculum\* credit, take the form and the course description to the Director of General Education. S/he will complete the Common Curriculum Credit, Gen Ed Directors’ Signature, and Printed Name columns.

6. If a Department Chair, Program Director, or the General Education Director requests a syllabus, contact International Programs for assistance in securing one.

7. Have your Academic Advisor(s) sign and date the form.

8. Sign and date the form.

9. Take the completed form to the Registrar’s office for inclusion in your permanent file.

**\*Note:** With respect to the Common Curriculum, a full-term abroad automatically satisfies the 2-course LCC requirement. You do not need to complete this form to receive LCC credit for a full term abroad. It is only needed for other courses, for example, if you wish to take a literature course abroad and wanted to count it as a HUL course.