

## Course Approvals Process

Before proceeding, ensure that your International Learning Coordinator (ILC) at Western International has nominated you to your host institution. Now, it's time to complete the Course Approval Form to assess which courses you plan to take abroad for transfer credit. You are responsible for researching and selecting courses from your host university. Your Academic Program Advisor at your faculty will determine course equivalencies. Since each faculty may have its own approval process, we recommend checking in with your home faculty early to confirm next steps and avoid delays.

### Steps to Follow:

**Step 1:** Review the list of courses offered to exchange students at your host institution. The course information is available on the Atlas program page you initially applied through. If they are not available, please contact [goabroad@uwo.ca](mailto:goabroad@uwo.ca) and an ILC can help you locate the list.

**Step 2:** On the left side of the Course Approval Form, list the courses you wish to take. **Do not** fill out the section for the Faculty/Academic Unit Only (blue). You can refer to the [Academic Calendar](#) and ensure your selections align with degree program requirements.

**Step 3:** Provide as much detail as possible about each course, including course descriptions and/or syllabi. Keep a soft copy or URL link to each course syllabus to share with the course Program Advisor for assessment.

**Step 4:** Visit the appropriate department or your home faculty at Western for course assessment and approval.

- For 3000 level or higher courses: Visit the department at Western that offers a similar subject.
- For 1000-2000 level courses: Have your faculty academic advisor review and approve them.

### Student Responsibilities – Course Approvals

- Submit a completed Course Approval Form with up to 10 course options. Include course descriptions and the URL to the host university's course list. Choose more courses than needed in case your preferred options are unavailable.
- Email the form to [goabroad@uwo.ca](mailto:goabroad@uwo.ca) at least **6 weeks** before your departure. **Failure to submit this form prior to your departure could impact your degree progression.**
- **Please note:**
  - **You must maintain *full-time* enrollment while on exchange. Note that what qualifies as “full-time” may differ between Western and your host institution. Pay attention to credit weights (e.g. Europe: 6 ECTS=0.5 Western credit; 24 Australia credit points =2.5 Western credits)**
  - **Courses taken above the approved full-time course load will not be eligible for credit at Western**
  - **Courses not listed on your approved Course Approval Form may not be approved for credit upon your return**
  - **Exchange grades will appear as “Pass/Fail” on your Western transcript. However, professional or graduate schools may require official transcripts from both institutions, and you may need to provide additional course details for final credit approval.**

**Note:** Western University is not responsible for course changes or cancellations at your host institution. If you wish to take courses not listed on your approved form, please check with your home faculty for instructions. You may be required to provide detailed course descriptions to your home faculty or graduate/professional schools.

Please send a copy of the fully completed/signed Exchange Course Approvals Form to the following email address as part of your post acceptance:

- **Western Exchange Programs:** email [goabroad@uwo.ca](mailto:goabroad@uwo.ca)
- **Huron Exchange Programs:** email [huronexchange@uwo.ca](mailto:huronexchange@uwo.ca)
- **King's Exchange Programs:** email [international@kings.uwo.ca](mailto:international@kings.uwo.ca)

**Last Name (Surname)**

**First Name**

**Preferred Name**

**CURRENT MODULES**

Faculty	Degree	Modules	Year of Study

Student Number: \_\_\_\_\_

Expected Graduation Date: \_\_\_\_\_

**ACCEPTANCE TO HOST INSTITUTION**

Host Institution: \_\_\_\_\_

Year: \_\_\_\_\_

Fall       Winter       Full Year (Fall & Winter)       Spring/Summer

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

- Are you taking any Western University or Affiliate University College courses in the same session?      Yes       No
- Are you planning to graduate immediately upon completion of your exchange?      Yes       No

**Note:** Students granted permission to take the final course(s) of their program during a **Fall/Winter Session** might not graduate until the next Autumn Convocation. Please speak with your faculty academic advisor to confirm how your exchange may affect your graduation timeline.

**Post-Exchange Transcripts**

It is the student's responsibility to arrange for an official transcript to be sent directly from the host institution upon completion of the exchange program as follows. Be sure to submit your transcript by May 30 (Fall/Winter exchange); Jan 30 (Fall Exchange); July 30 (Spring/Summer Exchange)

Huron University College Programs

King's University College Program

Western University Programs

Huron University College  
Attn: International Exchange Office  
1349 Western Road, London, ON N6G 1H3  
[huronexchange@uwo.ca](mailto:huronexchange@uwo.ca)

King's University College  
Attn: King's International  
Alumni Court 220, 266 Epworth Avenue, London, ON  
N6A 2M3 [international@kings.uwo.ca](mailto:international@kings.uwo.ca)

Western University  
Attn: Western International Learning  
International & Graduate Affairs Building  
1151 Richmond St., London, ON NA 3K7  
[goabroad@uwo.ca](mailto:goabroad@uwo.ca)

**Note:** Western is not responsible for host institution course changes and cancellations. If you want to take any courses which have not been approved on this form, it is your responsibility to email detailed course descriptions to the respective academic departments for review/approval, and send the departments' recommendations to your Faculty/Academic Counsellor. Grades from your exchange will be recorded as "Pass/Fail" on your Western University transcript. Professional and graduate schools may request transcripts from the host institution and Western University. You may be required to submit additional course descriptions or syllabi to your respective department for final approval.

