

## ***Process for Course Approvals – All Students***

1. Visit the website of your host university (links are provided on the destination pages of our website) to find courses you are interested in.
2. Ensure that the courses you have selected fulfill your degree requirements.
3. Print off/photocopy/save the course descriptions, as you will need them when you meet with your Program Advisor.
4. Fill in the top portion of the course approvals form, and list the courses you want to take at your host institution.
5. Visit the corresponding department at Western that aligns with the subject area of the course you want to take at your host institution for specific course approval.
6. Finally, visit your home faculty academic counsellor for overall approval of the courses you may complete while abroad. Please ensure that you make an appointment well in advance of the deadline, as there is significant demand for their time.

### ***Please note the following:***

- Your Program Advisor/Academic Counsellor will determine the course equivalencies, however it is your responsibility to select the courses from the host university.
- It is recommended that you select more courses than needed, in the event that your originally selected courses are not offered.
- If you require assistance locating the courses offered at your host university, please contact us at [goabroad@uwo.ca](mailto:goabroad@uwo.ca)

### **Responsibilities of the Student – Course Approvals**

- Research your desired courses
- Provide Course Approval Form with up to 10 desired courses along with complete course descriptions and the URL to the website listing the courses at your host school
- Submit the Course Approval Form to Western International 6 weeks before your departure date
- Understand that you are expected to be a full time student while on exchange. Note that the number of courses that are considered “full-time” at Western may differ from the number of courses at your host institution. Please take note of course/credit weights when selecting and registering for courses abroad.
- Understand that additional courses taken above the full-time approved course weight for your exchange will not be approved for credit at Western upon your return
- Understand that alternative courses taken outside of the approved courses listed on your Exchange Course Approvals Form may not be approved for credit at Western upon your return
- Understand that if you are on exchange during your final term at Western, you will not be eligible to graduate at the convocation ceremony immediately following the end of the term