

# Education Abroad Course Approval Process for Lyman Briggs College Students

**Prior to studying abroad at a partner institution,  
please complete the following steps:**

**Step 1:** Meet with Lyman Briggs College Education Abroad designee (Anne (Schrock) Slavin or Dr. Philip Strong) regarding future plans for studying abroad. We will discuss how the program fits with the student's curriculum, the best timing for the student's program abroad, the [Course Approval Form](#) and its process, as well as potential course equivalencies.

**Step 2:** Student will further investigate potential course equivalencies, so that the student is well prepared with multiple course options prior to requesting signatures on the Course Approval Form.

**Step 3:** When necessary, the student will meet with [representatives](#) from various units outside of Lyman Briggs College to request course approval. It will be up to the particular unit who hosts the equivalent course to determine whether the course will post as graded or transferred credit. If any of the approved courses apply toward a student's dual degree, additional major, or minor, the student will also need to obtain the signature of the Assistant Dean of the other college(s) affected. (If the student is a member of the Honors College, the student will also need to meet with the Honors College Education Abroad designee, as the Course Approval Form states.)

**Step 4:** Once other units have reviewed potential course approvals (when necessary), the student will return to Lyman Briggs College Education Abroad designee. At that time, LB course equivalencies will be evaluated, where necessary, for Course Approval Form sign-off. (Please note that LB courses will only be approved as transferred credit.) Lyman Briggs College Education Abroad designee will then assist in the completion of the Course Approval Form (including the signature of the Associate Dean) and upload the form to the student's Electronic Student Academic Folder (ESAF).

**Step 5:** Student will submit the Course Approval Form to the Office of Education Abroad, located in Room 105 of the International Center, for final approval. This must be completed prior to departure.