



Study Abroad and International Exchanges

Curriculum Approval Process

The Office of Study Abroad and International Exchanges works in collaboration with the International Education and Services Committee (IESC), a faculty senate advisory committee, that reviews all new education abroad initiatives and provides ongoing input about the programs and curriculum offered by WOU's study abroad consortia partners and study abroad program providers.

The IESC established the following process for the approval of education abroad courses.

- The Office of Study Abroad and International Exchanges completes a study abroad equivalency request form for each course in which a WOU student is enrolled, tentatively assigning the course prefix and number from the WOU catalog that seems to align most closely with the study abroad course.
- The office attaches a syllabus to the form and both form and syllabus are routed to the appropriate academic department for review.
- The academic department reviews the syllabus and the recommended course prefix and number. If the academic department decides that another course is a better equivalency than the one tentatively requested, the department makes that change on the course equivalency request form.
- The department head, division chair, and college dean sign the course equivalency request. They also have the authority to decline approval for a course.
- The course equivalency form is return to the Office of Study Abroad and International Exchanges and is recorded on the equivalency log for that particular program. The log is used to advise students about the WOU course equivalencies approved for each program and site.
- When programs make significant changes to the title, content, or contact hours of a course, the course is routed for re-approval.
- WOU students remain WOU students while studying abroad on a program that the International Education and Services Committee has endorsed, and students are eligible to use their WOU financial aid.
- Students are registered for their program with a placeholder number Intl 399.
- When the Office of Study Abroad and International Exchanges receives the transcript for a student, the office prepares an articulation form for the Registrar's Office and forwards that and the transcript to that office.
- The Registrar's Office replaces the Intl 399 placeholder with the actual courses the student took, using the WOU prefixes and numbers approved for those courses.
- Next to the term and year on the student transcript is a notation showing the courses were earned on a study abroad program and the country of study. Example: SA: IRELAND