Baylor University
CENTER FOR GLOBAL ENGAGEMENT
Study Abroad

Course Planning Tool

Name: **Baylor ID #:**

Expected Graduation Date: **GPA:**

Study Abroad Program: **Program GPA Requirement:**

INSTRUCTIONS:
The Course Planning Tool is a document that is filled out by you (the student), with assistance of the Study Abroad Advisor, and Academic Advisor. You are to fill the first eight columns (Baylor University Course and Host Course) of each line independently and can do so by conducting your own research – i.e., look at the academic's tab on each program page and look over the pre-approved and course offerings at the university you are interested in attending.

TERMINOLOGY:

- **Required Course:** A course that you are required to take within your program that you must take the semester you are studying to meet the regulations of your degree path and maintain your current graduation date.
- **Elective Course:** An elective course is a course that you choose to take as part of your program of study. Some programs require you to choose your elective from a list of courses. If you choose an elective, you should make sure that it will satisfy the requirements of your degree.
- **Preferred Course:** When something is preferred, you prefer it — you like this course and value it over others. It is not part of your degree path but interests you.
- **Pre-approved:** If a course has received department approval within the last 3 years the course is considered pre-approved. Pre-approved courses can be found on BearsAbroad > select program on interest > select the 'Academics' tab > select '1. Choose from the pre-approved course list HERE'. Pre-Approved courses should be included on the Course Planning Tool. If a course is listed in BearsAbroad as pre-approved, simply put a checkmark in the 'Pre-Approved' column.
- **Dept. Chair Approval:** If the course you are interested in taking is not pre-approved please browse the course catalog at the university you are interested in attending and compare the Baylor course description or syllabus to that of the host institution. If you find (a) course(s), you believe to be similar (equivalent to one another) you would simply indicate this on the form and check the 'Department Chair Approval' column. <u>You do not need Department Chair approval on the Course Planning Tool.</u>

TIPS:

- It is important to note there are some classes you may not be able to register even though you have pre-approval from Baylor. For instance, your host university may have specifications for course like if it is an upper-level class only made available to seniors. Additionally, a faculty member at the host university can decline your admission into a course due to insufficient prerequisites, or the course may not have any more available seat, or the course may not be offered the semester you are studying abroad, etc. Therefore, it's important to try and find five potential backup courses.
- You are not limited to choosing courses only in your major field of study.
- You cannot take more than 18 credit hours (6 courses) as a Study Abroad Student per semester, and you must take a minimum of 12 credit hours (4 courses) to maintain full-time status. There are options to take courses online at Baylor University but permission must be granted by a Study Abroad Programs Advisor.

First Choice Courses

Baylor University Course						Host Course		Approval Status	
Course Prefix	Course #	Course Name	Required Course (Check if "yes")	Elective Course (Check if "yes")	Preferred Course (Check if "yes")	Course Prefix	Course #	Pre-Approved (Check if "yes")	Dept. Chair Approval (Check if "yes")

Backup Courses

Baylor University Course						Host Course		Approval Status	
Course Prefix	Course #	Course Name	Required Course (Check if "yes")	Elective Course (Check if "yes")	Preferred Course (Check if "yes")	Course Prefix	Course #	Pre-Approved (Check if "yes")	Dept. Chair Approval (Check if "yes")