Course Approval information for Arts Outbound Exchange Students

Exchange Course Research

1. The first task in the Course Approval Process is to ensure you understand the academic requirements (i.e. what a full course load equals) and how credit transfers work (i.e. how many credits you need to successfully complete at the overseas host university to receive the equivalent full-term course load of 2.5 UW credits).

Start by familiarizing yourself with what constitutes a “full-term course load” at your overseas partner university by reviewing the university details on our Arts Destinations webpages (select your country first, then your host school). This page also allows you to review a list of previously approved courses taken at each host school and their UW course equivalents. Please note these lists are not exhaustive. To review the complete list of courses available to you, you should consult the partner university’s website.

You will also need to review the Course Approval FAQs for more detailed information on how many courses and credits you will need to take while abroad.

2. Next, using both the partner university’s website and the Arts webpages mentioned above, make a list of courses you want to take. We recommend requesting one or two extra, in case you want or need to make changes after arriving at the host school. If you are uncertain of which courses to take, it is best to discuss with your academic advisor(s) which courses would work best towards your degree progression.

3. At this point, if there is anything you do not understand clearly please email artsinternationalexchange@uwaterloo.ca before proceeding.

4. Now that you:
   - understand how many overseas credits are needed to equal a “full-time course load” at UW;
   - understand how many course you are required to take; and
   - have a list of courses you are interested in;
you can continue to the Submitting Course Approval Requests phase, which is detailed on the next page!
Submitting Course Approval Requests

Now that you have done your research and have determined which courses you would like to take, you are ready to submit your Course Approval Requests.

1. Send an email to the UW undergraduate advisor** responsible for a course subject area (i.e. for an English course, contact the English advisor), requesting course approval and UW equivalent. Make sure to include the following information:
   - the course title
   - the course description, and its URL link and/or syllabus, if available
   - the course weight (number of credits) at the partner school
   - the name of the partner school

Please copy the Arts Exchange Team (artsinternationalexchange@uwaterloo.ca) on all your correspondence.

**Note: For other (non-Arts) course requests please email the following contacts:

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engineering related courses</td>
<td>Cindy Howe: <a href="mailto:cindy@uwaterloo.ca">cindy@uwaterloo.ca</a></td>
</tr>
<tr>
<td>Environment related courses</td>
<td>Carole Knipe: <a href="mailto:cknipe@uwaterloo.ca">cknipe@uwaterloo.ca</a></td>
</tr>
<tr>
<td>Math related courses</td>
<td>Cathy Honsberger: <a href="mailto:chonsberger@uwaterloo.ca">chonsberger@uwaterloo.ca</a></td>
</tr>
<tr>
<td>Science related courses</td>
<td>Priscila Carrara: <a href="mailto:priscila.carrara@uwaterloo.ca">priscila.carrara@uwaterloo.ca</a></td>
</tr>
<tr>
<td>Health Science related courses</td>
<td>Julie-Anne Desrochers: <a href="mailto:jdesrochers@uwaterloo.ca">jdesrochers@uwaterloo.ca</a></td>
</tr>
</tbody>
</table>

2. The advisor will write back to you letting you know if you’ve been approved for either:

A) An exact equivalent (i.e. HIST 101) with the name of an existing UW course. In this case, the advisor has judged that the overseas course content is close enough to the UW course content to justify this; or

B) An unspecified equivalent (i.e. HIST 1XX) with an -XX designation. In this case, the advisor has deemed the overseas course relevant to your program, without having an exact equivalent at UW.

In replying to you, the advisor should have copied the Arts Exchange Team. If they did not, please forward your course approvals to artsinternationalexchange@uwaterloo.ca so that we may update your Credit Transfer Chart.

3. You are welcome to submit further requests up to, and after starting your studies at the host university. Please follow the steps above to request any changes or additions.