



INTERNATIONAL PROGRAMS OFFICE

3203 SE Woodstock Boulevard, Portland, Oregon 97202-8199

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REED-APPROVED PROGRAM COURSE APPROVAL

Faculty-approved study programs, both international and domestic, are available to students to complement their academic work at Reed. Information on such programs may be obtained at www.reed.edu/ipo and in the International Programs Office – Eliot Hall 422. After meeting with your advisor and the Director of International Programs, you must complete the following steps:

1. Complete this form by entering the courses you intend to enroll in at your Reed-approved program. Then, discuss your course list with your advisor and secure your advisor's signature.
2. For courses you wish to use for group, major, or division requirements, visit the appropriate department chairs for approval (signatures) for those courses. Courses you want to complete solely for unit credit will be reviewed for approval by the off-campus studies chair after submitting the form.
3. Once you have secured the approvals of your advisor and department chair(s), submit the completed form to the Director of International Programs together with any program-specific forms.

Upon return from your study abroad program, you must submit an official transcript of your work to the Registrar's Office. They will evaluate the transcript and record the work on your permanent record at Reed. All courses on the transcript must be approved for credit to be granted. Work completed will be transcribed once a student returns to Reed.

STUDENT INFORMATION

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Reed ID

Full Name

Email

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Program Name, City, Country

Semester of Program, Year

Major



INSTRUCTIONS

- List the courses in which you intend to enroll. If you are unsure of your selection, list all courses you might wish to take.
- For each course listed, indicate the equivalent number of Reed units.
- If you wish a course to fulfill a department, division, or group requirement you must obtain the signature of the corresponding Reed department or division chair*.
- Quantity college requirements will be reviewed for approval by the Off-Campus Studies Committee Chair.
- All students must obtain the approval of their academic advisor.

Course #	Course Title	Reed Units.	**Meets Req.	Department Chair
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

*The department chair's full signature indicates final approval, while initialing indicates tentative approval and desire for additional course information (e.g., syllabi).

**The specific requirement to be fulfilled must be identified.

Advisor Signature

Date

Committee action: Approved Denied

Committee Chair Signature

Date

Provisional approval for Reed Units

Registrar Signature

Date