

# LYNN

## Center for Learning Abroad

## Course Pre-Approval Form

The Course Pre-Approval Form must be completed by all students planning to take courses outside of Lynn University as part of an off-campus program. Students are required to meet with their academic advisor and present the course description and syllabus for each course they intend to take during their program. Lynn University course designations must be approved by the student's academic advisor and dean of the college.

### Student information

Name: \_\_\_\_\_

Lynn id#: \_\_\_\_\_

### University information

Program name: \_\_\_\_\_

Location: \_\_\_\_\_

*City, Country*

### Course information

Course details		Lynn University course		
Course code (BUS 200)	Course title (Intro to Marketing)	Lynn code (MKT 250)	Lynn course title (Principles of Marketing)	Lynn course designation
				Equivalent    Elective    Substitute
				Equivalent    Elective    Substitute
				Equivalent    Elective    Substitute
				Equivalent    Elective    Substitute
				Equivalent    Elective    Substitute
				Equivalent    Elective    Substitute
Alternate course selection		Lynn University course		
Course code (BUS 200)	Course title (Intro to Marketing)	Lynn code (MKT 250)	Lynn course title (Principles of Marketing)	Lynn course designation
				Equivalent    Elective    Substitute
				Equivalent    Elective    Substitute
				Equivalent    Elective    Substitute
				Equivalent    Elective    Substitute

## Student acknowledgment

By signing below, the student named on the Course Pre-Approval Form acknowledges that he/she has read and understands the following policies regarding transfer credits:

- An official transcript with final grades must be submitted in order for transfer credits to be entered on the Lynn transcript.
- Grades for transfer credits are not entered on the Lynn transcript and do not affect the Lynn GPA.
- Failing grades will not be transferred.
- A grade for a course taken at another university or institution will not replace a grade earned at Lynn
- Lynn course designations (equivalent, elective or substitute) are not official until authorization is granted by the Office of the Registrar.

Student signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Authorization

By signing below, the Academic Advisor and Dean of the College named below approve the Lynn University course equivalencies indicated on the Course Pre-Approval Form for the above mentioned student.

Academic advisor name: \_\_\_\_\_

Date: \_\_\_\_\_

Academic advisor signature: \_\_\_\_\_

Dean of the college name: \_\_\_\_\_

Date: \_\_\_\_\_

Dean of the college signature: \_\_\_\_\_

Submit the completed and authorized Course Pre-Approval Form to the Center for Learning Abroad (CLA):

Lynn University  
Center for Learning Abroad  
Fax: 561-237-7921  
Scan and email: [cla@lynn.edu](mailto:cla@lynn.edu)