

# STUDY ABROAD COURSE APPROVAL FORM



Student name: \_\_\_\_\_ E#: \_\_\_\_\_ Major & Advisor: \_\_\_\_\_

Program type: (Circle one) *Direct Enroll (one-way)*    *Exchange*    *Faculty-led*    *Independent Internship*    *Third Party Provider*

Name of institution/provider: \_\_\_\_\_ Location: \_\_\_\_\_

Term: \_\_\_\_\_ Total # of courses you plan to take: \_\_\_\_\_ Total # of credit hours: \_\_\_\_\_ Official program dates: \_\_\_\_\_

Honors Student? (Circle one) **Yes\*** or **No** \*If yes, contact the Pine Honors College to see if your foreign courses may count for honors credit.

**INSTRUCTIONS:** Discuss your study abroad plans with your academic advisor. Request course pre-approval from the appropriate EIU department(s) by providing the Chair a copy of the **course description** and **syllabus** for each class you plan to take abroad. Course approvals are required for most study abroad programs including exchange, direct enroll, third party provider programs, independent internships, and *some* faculty-led programs. The appropriate Department Chair's signature is required for major, minor, and general education credit. Obtain approvals for more courses than you intend to take, to ensure that you have alternatives in the event your first choices are not available or are full upon arrival at your host institution. The maximum study abroad course load is 18 credits per semester and 12 credits for an 8-week summer session. If completing an independent internship, list the number and title of the EIU internship course (i.e. FCS 4275) in the first column on this form and the name of the EIU course instructor in the second. Department Chair signature is required for internship courses. Bring this signed form to the Study Abroad Coordinator for final approval (in 1158 Blair Hall). The Office of Study Abroad retains the original and provides you with a copy for your records.

Foreign Course Number and Title <i>(completed by student)</i>	EIU Equivalent Course Number and Title <i>(completed by Chair)</i>	Rec. Cr. Hrs.* <i>(Chair)</i>	Div. (U/L) <i>(Chair)</i>	Lab (Y/N) <i>(Chair)</i>	Major <i>(Chair)</i>	Minor <i>(Chair)</i>	GED <i>(Chair)</i>	*CR/NC <i>(Chair)</i>	Approving Department Chair <i>Printed Name and Signature</i>	Date

*Per IGP #56, all credit-bearing activities conducted outside the U.S. under the auspices of the University, run through the Office of Study Abroad. The Study Abroad Coordinator verifies submitted course approval forms for accuracy and works with the Registrar to enroll students in the appropriate study abroad **placeholder** course(s).*

# STUDY ABROAD COURSE APPROVAL FORM

\*Note, 'Rec. Cr. Hrs.' is the number of credit hours recommended by the Department Chair. Actual credit hours will be determined by standard Illinois foreign credential evaluation procedures.

\*Note, the CR/NC option applies to independent internship courses only. In accordance with the University's Academic Regulations and Requirements, major, minor, and general education credit must be taken for a grade and averaged into the GPA. Elective credit may be taken for CR/NC, but only if indicated on this form prior to the start of the study abroad program.

## STUDENT AGREEMENT

1. I have discussed my study abroad plans with my academic advisor and graduation official. I have familiarized myself with my degree and other academic requirements.
2. I will ensure that my student account is free from any academic, financial, or disciplinary holds that would prevent the Office of Study Abroad from enrolling me in my study abroad placeholder courses.
3. I will enroll in the above-named courses at my host school, complete the courses in which I enroll, and have my official transcript sent directly to the Office Study Abroad upon completion of my program.
4. I will inform my academic advisor and the Office of Study Abroad of any changes to my study abroad courses and will obtain proper approval for any new courses.
5. I understand that any courses I take which have not been pre-approved for major, minor, or general education credit will be counted as elective credit.
6. I understand that study abroad courses taken on an approved program count as EIU courses (not transfer courses). I understand that I will receive graded credit for all courses taken abroad. I understand that my study abroad grades will appear on my EIU transcript and that all graded credit will be calculated into my GPA.
7. I understand that the Office of Study Abroad and EIU do not control the grades I receive on my study program and that my foreign transcript will be evaluated as-is.

---

1. Student Printed Name

Student Signature

Date

**ADVISORS**- Please review the intended curriculum for this student and flag them for registration.

---

2. Academic Advisor Printed Name

Advisor Signature

Date

**STUDENTS**- Submit this signed form to the Study Abroad Coordinator for final approval.

---

3. Study Abroad Coordinator Signature

Date