

Study Abroad Course Approval Form

Name First and last name SIS ID ##### CWRU Email _____

Entered CWRU: _____ (Month, Year) Graduation Term (circle one): Fall * Spring * Summer _____
(Year)

CWRU Program/Plan Information

School (circle one): CAS WSOM ENG NURS
Degree (circle one): BA BS BSE BSN

Major Plan(s) _____

Minor Plan(s) _____

Concentration/SequenceSubplan: _____
(Subplan required for Anthropology, Theatre, Music, Biomedical Engineering, Artificial Intelligence, Art Studio, Dietetics)

University/Program Abroad _____ Country _____

Semester Abroad (circle one): Academic Year * Fall * Spring * Calendar Year * Summer

Year(s) of term(s) abroad _____

Instructions: Discuss your proposed schedule with your advisor(s), asking them to determine how the courses taken abroad in your major will transfer to CWRU. For courses outside of your major department, seek approvals by emailing this completed form (with all lines above filled in), *and* the syllabus/course information for the overseas course to the corresponding department’s academic representative, as listed here: <https://case.edu/international/education-abroad/transferring-study-abroad-credit/academic-representatives>. If you are granted email approval, forward the email to studyabroad@case.edu and write the approval on a line below, putting “See Email” on the signature line. Once all courses approvals are listed here, have your major advisor sign the form and then sign the form yourself. Finally, turn the form in to the Center for International Affairs via email or in – person. Note that languages not offered at CWRU (e.g. Danish, Korean) can be approved by the Office of Education Abroad as DMLL 100TR. Add them to form but leave the signature line blank.

PROPOSED COURSE SCHEDULE (We recommend getting more courses approved than necessary):

<u>COURSE TAKEN ABROAD</u>	<u>CWRU EQUIVALENT</u> (EX: ABCD 123, 200TR)	<u>HOW COURSE APPLIES</u> (Ex: Tech Elective, sub for ABCD 123)	<u>ADVISOR SIGNATURE</u>
1. <u>ECON 1602</u>	1. <u>ECON 102</u>	1. <u>N/A</u>	1. <u>SIGNED</u>
2. <u>PBUH 250</u>	2. <u>ANTH300TR</u>	2. <u>Social Science breadth elective</u>	2. <u>SIGNED</u>
3. <u>MATH 10232</u>	3. <u>MATH 224</u>	3. <u>n/a</u>	3. <u>signed</u>
4. <u>CHEE09009</u>	4. <u>ECHE300TR</u>	4. <u>Technical Elective</u>	4. <u>see email</u>
5. <u>BIOM15553</u>	5. <u>EBME 306</u>	5. <u>n/a</u>	5. <u>signed</u>
6. <u>PHYS 30070</u>	6. <u>PHYS 324</u>	6. <u>n/a</u>	6. <u>signed</u>

7. <u>SP 201</u>	7. <u>SPAN 202</u>	7. <u>n/a</u>	7. <u>signed</u>
8. <u>CHEM 303B</u>	8. <u>CHEM 333</u>	8. <u>n/a</u>	8. <u>see email</u>
9. <u>LSM 1202</u>	9. <u>BIOL 346</u>	9. <u>n/a</u>	9. <u>see email</u>
10. <u>EBC 2013</u>	10. <u>COGS 302</u>	10. <u>n/a</u>	10. <u>signed</u>

My signature indicates departmental approval of the proposed study abroad schedule:

MAJOR ADVISOR _____ DATE _____

NAME (please print) _____ DEPT _____

MINOR ADVISOR _____ DATE _____

NAME (please print) _____ DEPT _____

Academic Policies for Study Abroad Course Transfer (Read carefully and sign at the bottom):

For students participating in Semester/Academic Year Programs:

- I understand that the only way to guarantee a course from an overseas institution will transfer back to CWRU is to complete and turn in this form to the Office of Education Abroad (OEA) before I leave for my program.
- I understand that if I take course(s) that are not on the Course Approval Form, they are subject to review by the corresponding department chair(s) or representative(s), which may result in courses not being transferred.
- I understand that I need to get a grade of "C" or better in order for the courses to be transferred, and that all courses taken abroad will be transfer credit, which does not figure into my CWRU GPA.
- I understand that I need to stay in good academic standing, which includes maintaining full time student status by passing and transferring back to CWRU at least 12 U.S. credit hours from my semester study abroad.
- I affirm that I am currently in good academic standing. I understand that if I fall out of good academic standing between now and the beginning of my study abroad program, I will be ineligible for study abroad.
- I understand that if I am studying in a single location where English is not an official language for at least a semester, I must take a course that advances my skills in a language of the host country during each semester of study abroad, provided such courses are available; this may be a course of language instruction or a course taught in a language of the host country. (Note: This requirement does not apply to summer study abroad programs.)
- If I study abroad during my senior year, I understand that I must meet the senior residency requirement in order for my courses to transfer back to CWRU. I must check this requirement with my dean before studying abroad.
- I will request that my transcript be sent to the OEA after my study abroad program. Further, I understand that credits earned abroad will not be processed by the OEA until the office has received my transcript from abroad.
- I understand that I can receive no more than 38 hours of transfer credit after matriculation.
- I understand that at least half of the coursework I complete for my major or minor must be completed at CWRU.

Additional or different policies for students participating in Summer Programs:

- I understand that my summer study abroad program must be at least three (3) weeks long.
- I understand that I can receive no more than a total of 15 hours of transfer credit from summer study in the United States or my home country.
- The language requirement does *not* apply to summer programs.

I have read and understand the information provided to me regarding the academic policies for course transfer. I agree to abide by these terms and conditions.

Student Signature:

Date:
