

## Study Abroad Course Approval Form

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/Sequence Subplan: \_\_\_\_\_

*(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, you may seek approvals by emailing this completed form (with all lines above filled in), *and* the syllabus/course information for the overseas course to the appropriate faculty member, as instructed here: <http://www.case.edu/international/office-of-education-abroad/transferring-study-abroad-credit/> . If you are granted course approval, forward the approval to [studyabroad@case.edu](mailto:studyabroad@case.edu). You must still fill out all lines below, writing SEE EMAIL on the signature line.

Languages not offered at CWRU (e.g. Danish, Korean) can be approved by the Office of Education Abroad. Add them to form but leave the CWRU equivalent and signature lines blank.

### PROPOSED COURSE SCHEDULE (Every line must be filled out for every course. N/A or ---- is an option.):

<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 1002</u>	1. <u>ECON 102</u>	1. <u>-----</u>	1. <u>SIGNED</u>
2. <u>PBUH 250</u>	2. <u>ANTH 300TR</u>	2. <u>Social Science breadth elective</u>	2. <u>SIGNED</u>
3. _____	3. _____	3. _____	3. _____
4. _____	4. _____	4. _____	4. _____
5. _____	5. _____	5. _____	5. _____
6. _____	6. _____	6. _____	6. _____

7. _____	7. _____	7. _____	7. _____
8. _____	8. _____	8. _____	8. _____
9. _____	9. _____	9. _____	9. _____
10. _____	10. _____	10. _____	10. _____

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:

\_\_\_\_\_