

SEMESTER ABROAD TRANSFER COURSE APPROVAL FORM

**RETURN TO BLAKE A 100/105, Office of Global Education & Study Abroad
DUE: Nov 15 (spring abroad) or April 15 (fall abroad)**

Student Name _____ Student ID# _____

Class Year _____ Advisor Name _____

Major 1 _____ Major 2 _____ Minor _____

Program city, country _____ Program Provider: _____

On-Site University (if applicable) _____

Program Year _____ Full Year Fall Semester Spring Semester

Program Start Date _____ Program End Date _____


Process:

1. Consult with your academic advisor regarding courses to take while abroad and to determine a tentative course schedule for the semester you return to H-SC.
2. After searching your program's web site and catalog, list below the courses you plan to take abroad, **along with 3 or 4 alternatives in case you are unable to register for all of your preferred courses at your host institution.** Neither H-SC nor your host institution can guarantee enrollment in any specific course.
3. Obtain signatures and H-SC course and credit hour equivalents from the appropriate Department Chairs.
 - They may wish to see a syllabus or course description before approving any course.
 - For modern language courses, consult with a specific language instructor before consulting with the Modern Languages Department chair.
4. Return completed form to the Office of Global Education and Study Abroad by Nov 15/Apr 15.

By signing my name below I certify that I have read the above and that I understand the following:

- I am required to take a full-course load while on my program.
- Earning fewer than 12 credits may impact my future financial aid.
- I will receive H-SC credit as specified for the courses approved below only if I earn a grade of C or higher.
- If I enroll in additional or alternative courses for which I have not received prior approval, I may not receive any H-SC credit for those courses.
- I understand that it can take several months after I complete my program before my H-SC transcript will reflect any transfer credits.

Student signature _____ Date _____

Student Completes: Give course information as listed by your program: Course Number, Title, and program-recommended number of credit hours.	Department Chairs Complete: If no exact equivalent, use your department 385 (or similar)		
	H-SC Equivalent	Credit Hrs	Dept. Chair Approval Signature & Printed Name
<i>IES 333: Beowulf - The Monsters and the Critics. (3)</i>	<i>ENGL 385</i>	<i>3</i>	<i>JRR Tolkien</i> 

Academic Advisor Review

The applicant has met with me and discussed all matters pertinent to their course of study at H-SC during the term spent studying abroad AND for the semester of their return.

Advisor Signature: _____

RETURN FORM TO: Blake A 100/105, Office of Global Education & Study Abroad

FOR OFFICE USE ONLY

This study abroad program is endorsed:

Date sent to Registrar

Daniella Widdows, Director Global Education

Added to SAA Masterlists