

SEMESTER AWAY TRANSFER COURSE APPROVAL FORM

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

Student Name _____ Student ID# _____

Class Year _____ Advisor Name _____

Major 1 _____ Major 2 _____ Minor _____

Name & Location of Away (U.S.A.) Program _____

Program Year _____ Full Year Fall Semester Spring Semester

Actual Dates Attending: From _____ To _____
Month/Year Month/Year

Process:

1. Consult with your academic advisor regarding courses to take while away on your approved co-operative program 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, **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.
- The credits I earn on my program are direct credits, not transfer credits: my H-SC transcript will show all the courses I took on my program and the grades I earned in them will be computed as part of my H-SC GPA.
- It is my responsibility to ensure my program sends an official transcript directly to the director of Global Ed.
- 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 _____

