

Study Abroad Academic Planning Form

This form should be completed electronically. It should be used to create an academic plan for your study abroad program. Once you have reviewed this plan with your Academic Advisor, *you must sign the bottom of the form and upload it to your [GEO Application](#)*. If you do not complete this form prior to departure, you will not receive academic credit for your study abroad coursework.

Student Name: _____
Student NUID: _____
Email Address: _____
Study Abroad Host Institution: _____

Study Abroad Term: _____
Major(s): _____
Minor(s): _____
Expected Graduation Date: _____

Before completing this form, please confirm your acknowledgement of the below policies by initialing each line.

1. _____ I have reviewed the study abroad academic policies on the [GEO Academics page](#). I understand that while some college specific restrictions are highlighted below, it is my responsibility to review and comply with **ALL** college-specific academic policies regarding coursework abroad, including pre-requisite requirements.
Business Majors and Combined Majors – Only 1 Business Core course and 1 Concentration course (must be more than 2.0 NU credits and 2000 level or higher) may be taken abroad. ORGB 3201 and STRT 4501 may not be taken abroad.
International Business Majors - INTB 1203, INTB 1205, INTB 2205/ INTB 2206, INTB 3205, and INTB 4202 may not be taken abroad.
Business Minors – Only 1 business minor course may be taken abroad.
Non-Business Majors - Non-business majors may take business classes abroad with pre-approval from DMSB (in the form below).
Economics – ECON 4692 Senior Seminar cannot be taken abroad. ECON 2560 Applied Econometrics has very limited availability abroad.
Engineering - Any engineering course which normally carries 4 credits at Northeastern must convert to a minimum of 2.67 credits in order to count toward engineering degree requirements. Students may not take engineering courses that fall below 2.67 Northeastern credits while abroad.
Psychology – PSYC 2320, Psychology labs, and Psychology seminars cannot be taken abroad.
2. _____ I have used the [Course Equivalency Database](#) to confirm if the below courses have already been evaluated for Northeastern credit. **I understand that the information I input below must be copied exactly as it appears in the database.**
3. _____ I understand that if a course has not yet been evaluated, I must [submit the course for evaluation](#). I understand that this is a separate process and that it typically takes 6 weeks for courses to be evaluated once submitted. Courses submitted for evaluation should be input at the bottom of this form.
4. _____ I understand that I am not able to submit a course for evaluation if it already has an established Northeastern course equivalency. Courses can only be submitted for re-evaluation if five years have passed since the class was previously evaluated, if the Northeastern course code has changed, or there has been a change in the host institution course code or title.
5. _____ I understand that if I take a course that has not been evaluated for credit while abroad, it may not be accepted by my home college to count toward degree requirements for credit upon my return. *Credit will only be awarded for courses that have been evaluated to have a Northeastern equivalency.* I will not receive Northeastern credit for courses evaluated as “No Transfer”.
6. _____ I understand that the [Course Equivalency Database](#) is a historic record that includes classes Northeastern students have submitted for evaluation over the last few years. I acknowledge that GEO is not able to guarantee course availability, course enrollment, or if/how a course may be evaluated for Northeastern credit.
7. _____ I understand that this form is separate from course registration. I will register for courses directly with my host institution, according to their policy and timeline.
8. _____ I understand that course offerings and eligibility are determined by the host institution and vary by term. I understand it is my responsibility to confirm course offerings directly with my host institution and that I must meet any pre-requisites set by my host institution.
9. _____ I understand that credit conversions vary for every study abroad program. I acknowledge that I have reviewed the Academics tab of my program page and understand the credit conversions, the typical credit number per class, and other important information regarding the course offerings for my program.
10. _____ I understand that I must meet full-time status at both Northeastern University **and** my host institution while abroad. I understand that I may be required to take more credits at my host institution than the minimum requirement for Northeastern (Minimum of 12 NU credits for a full semester).
11. _____ I understand that I may not earn the same number of credits abroad that I would at Northeastern during the term I am studying abroad. I understand that I am responsible for making up any credit deficiencies upon my return from my study abroad program.
12. _____ I understand that I must submit **at least 1 back-up class** for each course I intend to take abroad (Ex. If 5 courses abroad are required to meet minimum enrollment, I will include 10 courses below).
13. _____ I understand that it is my responsibility to communicate changes in my study abroad courses directly to my academic advisor and study abroad advisor before, during, and after my study abroad program. I acknowledge that failure to do this may prevent me from receiving academic credit from my home college for the courses I take abroad.
14. _____ I understand that due to limited course availability, differences in academic calendars, and delays in transcript processing, I may not study abroad my final semester without an approved “Final Semester Petition”. I understand that studying abroad in my second to last semester is not typically recommended.

Evaluated Courses

Only courses that have been evaluated to have a Northeastern equivalency should be included in the section below. Courses not yet evaluated should be put in the section labeled "Courses Submitted for and Awaiting Evaluation (if applicable)".

FILLED OUT BY STUDENT -----			FILLED OUT BY ACADEMIC ADVISOR -----		
Study Abroad Host Institution: _____					
<i>Host Course Code & Title</i>	<i>Host # of Credits</i>	<i>NU Equivalent Course Code & Title</i>	<i>NU Equivalent # of Credits</i>	<i>NU Requirements Fulfilled</i>	<i>Academic Advisor Approval/Notes</i>

Online Northeastern Course (if applicable)

Students not planning to take an online course while abroad should leave the below section blank and move on to the signature section.

Online, asynchronous courses offered through Northeastern are limited and not guaranteed to be available to you while you study abroad. If you are looking to take an online course, you will need to get approval from your academic advisor below. Please confirm your acknowledgement of the below policies by initialing each line.

1. _____ I understand that I am not permitted to take more than 1 Northeastern course online while studying abroad.
2. _____ I understand that if I am required to take more than the equivalent of 12 NU credits at my host institution, I am not able to enroll in an online course.
3. _____ I understand that if approved to take an online course while abroad, I am responsible for registering for this course myself, according to Northeastern University's registration timeline and process.
4. _____ I understand that I must identify courses to take at my host institution if the online course is not available to me.

<i>NU Course Code & Title</i>	<i>NU Requirement Fulfilled</i>	<i>Academic Advisor Approval/Notes</i>

Primary Academic Advisor Signature

By signing the below, I acknowledge that I have reviewed this student’s study abroad academic plan and give my provisional approval for these courses, with the understanding that they are subject to host course availability. I understand that it is my advisee’s responsibility to confirm their finalized course schedule for their study abroad program with me.

Primary Academic Advisor Signature: _____ Date: _____

Additional Advisor Comments:

Courses Submitted for and Awaiting Evaluation (if applicable)

Students who do not need to submit any courses for evaluation should leave the below section blank and move on to the Student Signature.

Any course that has not yet been evaluated to have a Northeastern course equivalency should be included below. *Please confirm your acknowledgement of the below policies by initialing each line.*

1.

I acknowledge that the courses listed below have been submitted for evaluation.
2.

I understand that course equivalencies are determined by faculty evaluators within each academic department at Northeastern, not by the Global Experience Office or by Academic Advisors.
3.

I understand that I will not be able to confirm the equivalencies for the below courses until they have been evaluated, a process which typically takes 6 weeks.
4.

I understand that my Academic Advisor cannot approve courses that have not been evaluated for Northeastern credit.

<i>Host Course Code & Title</i>	<i>Host # of Credits</i>	<i>NU Equivalent # of Credits</i>	<i>Notes</i>

DMSB Approval – For Students Housed Outside of Business Taking DMSB Courses Abroad ONLY

Students housed within DMSB and those not looking to take Business courses while abroad should leave the below section blank and move on to the Student Signature.

Students housed outside of Business who intend to take Business courses while abroad must have these plans reviewed by a representative from D'Amore McKim School of Business (DMSB). Submit your form to Robin Cohen (r.cohen@northeastern.edu) for review and approval.

Host <i>Course Code & Title</i>	Host <i># of Credits</i>	NU Equivalent <i>Course Code & Title</i>	NU Equivalent <i># of Credits</i>	NU <i>Requirements Fulfilled</i>	DMSB Approval/Notes

By signing below, I acknowledge that I have reviewed the DMSB courses this student intends to take abroad and give my provisional approval for these courses, with the understanding that they are subject to host course availability. I understand that it is my advisee's responsibility to confirm their finalized study abroad course schedule with their Academic Advisor.

DMSB Signature: _____ Date: _____

Additional Comments:

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Honors Courses (if applicable)

Students not looking to fulfill Honors requirements while abroad should leave the below section blank and move on to the Student Signature.

Host <i>Course Code & Title</i>	Host <i># of Credits</i>	NU Equivalent <i>Course Code & Title</i>	NU Equivalent <i># of Credits</i>	NU Honors <i>Requirements Fulfilled</i>	Honors Approval/Notes

By signing below, I acknowledge that I have reviewed the Honors courses this student intends to take abroad and give my provisional approval for these courses, with the understanding that they are subject to host course availability. I understand that it is my advisee's responsibility to confirm their finalized study abroad course schedule with their Academic Advisor.

Honors Signature: _____ Date: _____

Additional Comments:

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Student Signature – REQUIRED

By signing below, I acknowledge that this document is not binding, and that course availability is subject to change. I understand that it is my responsibility to confirm course offerings and equivalencies for my study abroad program. I will communicate any changes in the above to my Academic Advisor.

Student Signature: _____ Date: _____

----- End of Form -----