

Study Abroad Course Approval Form

Name _____ SIS ID _____ Case Email _____

Entered Case: _____ (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 (Complete this form *after* you have been accepted to your study abroad program):

Please discuss your proposed schedule with your advisor(s), asking them to determine how the courses taken abroad in your major will transfer to CWRU. Courses not in your major department need an approval signature from the corresponding department chair or representative. Here is a list of department representatives: <http://www.case.edu/international/edabroad/students/deptReps.html>. You will make your final course selection at the institution abroad based upon this agreement.

You may also seek course approvals by emailing the syllabus to the department representative. If the department representative grants credit for the course, forward their email approval to 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 case 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>CASE EQUIVALENT</u> (EX: ABCD 123, 200TR)	<u>HOW COURSE APPLIES</u> (Ex: Tech Elective, sub for ABCD 123)	<u>ADVISOR SIGNATURE</u>
EXAMPLES:			
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 before I leave for my study abroad program.
- I understand that I need to get a grade of "C" or better in order for the courses to be transferred.
- 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 all courses taken abroad will transfer back as transfer credits and credit earned abroad does not figure into my CWRU GPA.
- 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.)
- I understand that I need to stay in good academic standing while studying 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 will request that my transcript(s) be sent to the Office of Education Abroad after my study abroad program.
- I understand that credits earned abroad will not be processed by the Office of Education Abroad until the office has received the student's transcript(s) 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:
