

Course Approval Form for Study Abroad

Students: You must complete numbers 1 – 6 on page 2 and make an appointment with your advisor to discuss each course you will take abroad. You must also provide all course information (course description, syllabus, etc.) requested by each course Department Chair for pre-approval. When completed, return this form to the Registrar’s Office.

Failure to submit this form (and documentation) prior to your departure, credits taken abroad are not guaranteed to transfer.

If a change of course occurs while you are abroad, you are responsible to notify the Registrar’s Office and your advisor. If you fail to do so, there is no guarantee of the transfer of the additional courses/credits.

918- _____
 Student ID Name Major Location Term/Year Abroad

Advisor/Department Chair: Please review the course information and complete the form below.

Study Abroad				OT Equivalent				
Course Prefix	Course Number	Course Title	Credit	Course Prefix	Course Number	Course Title	Credits	Department Chair Approval/Signature

Comments/Special Instructions: _____

Student	_____	_____
	Signature	Date
Advisor	_____	_____
	Signature	Date
Registrar	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	_____
		Initial Date

Study Abroad - Application Process

Please remember that you are responsible for completing and submitting all necessary paperwork **at least one term prior** to departure.

- Step 1 Contact the Study Abroad Office
- To consider programs available
 - Discuss options and processes
- Step 2 Choose a program
- Visit the IE3 Global website: <http://ie3global.org/>
 - Contact IE3 staff specific to program for deadlines and other information
- Step 3 Submit IE3 application
- This is a 3-phase process
 - Attendance at study abroad orientation required
 - OT Interview with (Josie Hudspeth)
- Step 4 Meet with your Financial Aid counselor
- Notify counselor of your participation in program
 - Discuss options for financing
- Step 5 Meet with your academic advisor
- To determine what courses to take
 - Complete page 1 of this form for course approval to receive OT credit
 - **The Department Chair for the courses you are taking must pre-approve course equivalents**
- Step 6 Meet with the Registrar's Office
- To register for courses (placeholder set up)
 - You must be registered with OT for the term(s) you are abroad (upon return, course/grade are finalized)

IMPORTANT: Keep ALL materials from the course you take until grades are posted