I approve the student’s choice of courses abroad, as determined by their graduation requirements, and that they are not repeating any previous coursework. My advisee will take the courses above abroad (subject to availability).

Academic Advisor: ____________________________ Date ____________
(Print) (Sign)

I have read the instructions and understand the policies for obtaining SJU credit for study abroad.

Student: ____________________________ Date ____________
(Print) (Sign)

Please return completed form to: Center for International Program, 183 Bala Place | F: 610-660-1697 | E: studyabroad@sju.edu.
Center for International Programs Semester Abroad Course Equivalency Approval Form

STUDENT INSTRUCTIONS:

Step 1: Meet with your Academic Advisor to discuss your abroad course selection, SJU equivalencies and any concerns with your academic plans to study abroad.

Step 2: Review the abroad course offerings on the program or university’s website and the SJU pre-approved lists on the CIP website. List ALL courses you wish to take abroad on this form. It is recommended that you also list 2-3 alternate choices in the event of course changes.

Step 3: List all pre-approved courses and take to the CIP to sign.

Step 4: If you wish to take a course that is not on a pre-approved list, you must print and attach any syllabi or course descriptions to the form and take to the appropriate department:

- NEW College of Arts and Sciences courses must be approved by the Academic Associate Dean (Barbelin 113)

- NEW Haub School of Business must be approved by the appropriate Department Chair (see Directory for contact)

Step 5: Take the completed form back to your Academic Advisor for final signature to ensure that the approved SJU equivalencies will keep you on track for graduation.

Step 6: Sign and return your completed form to the CIP office and keep a photocopy for your records. Due May 1st for fall abroad and December 1st for spring abroad.

(Note: For changes to courses while abroad, please contact the CIP immediately.)

DEPARTMENT CHAIR/DEAN INSTRUCTIONS:

Step 1: Determine the SJU equivalency for the abroad course using attached course description and syllabi. If none is provided, please return to student and do not continue.

Step 2: Indicate if the course for this student is equivalent to a specific major or minor requirement, GEP requirement (i.e., Overlay, ILC, etc.), or elective. If the SJU equivalency is a “96-99” code, this will be a free elective unless noted otherwise. If the course abroad is not approved, please write “0” for credit.

Step 3: Your signature next to a course indicates that the student will meet a specific SJU requirement provided that the student’s grade in that course meets minimum grade specifications of the College/School. Courses may not be taken pass/fail. If needed, please keep a photocopy for your records.

Step 4: Complete the “For all?” with Yes or No. If a course is approved for all SJU students, CIP has your permission to update its records that the course listed is applicable to all SJU students studying abroad through this program.

Step 5: Return to student to complete and submit to the CIP office.

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