

Center for International Programs | Semester Abroad Course Approval Form

Name _____ SJU ID _____ Major(s)/Minor(s) _____
Study Abroad Program _____ Term Abroad _____

STUDENT INSTRUCTIONS:

Step 1: 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 1-2 alternates in the event of course changes while abroad.

Step 2: If you wish to take only pre-approved courses, complete PAGE 1 ONLY. If you wish to take both pre-approved & NEW courses, complete PAGES 1 & 2. Obtain Academic Advisor's final signature (viewing both pages, if necessary).

Step 3: Sign and return your *completed* form to the CIP office. Due date: **May 1st** (for fall abroad) and **December 1st** (for spring abroad). Petitioners must submit at the time of application. The CIP will upload the completed form to your account for your records.

PRE-APPROVED COURSES

	Abroad Course Code	Abroad Course Title	SJU Course	How will this count for you? (Free Elective unless noted)	GEP Credit/ Course Notes
1				___Major credit ___Minor credit ___GEP credit ___ILC ___Overlay	
2				___Major credit ___Minor credit ___GEP credit ___ILC ___Overlay	
3				___Major credit ___Minor credit ___GEP credit ___ILC ___Overlay	
4				___Major credit ___Minor credit ___GEP credit ___ILC ___Overlay	
5				___Major credit ___Minor credit ___GEP credit ___ILC ___Overlay	

Alternates

1				___Major credit ___Minor credit ___GEP credit ___ILC ___Overlay	
2				___Major credit ___Minor credit ___GEP credit ___ILC ___Overlay	

After reviewing Pages 1 & 2 (if necessary), I approve the student's choice of courses abroad, as determined by their graduation requirements. My advisee will take the courses listed above while abroad (subject to availability).

Academic Advisor: _____
(Print) (Sign)

I have read the instructions, understand the policies for obtaining SJU credit, as well as how courses abroad will affect my graduation plan. I verify that the courses above are not repeating any of my previous coursework. I will contact the CIP office for any course changes while abroad.

Student: _____
(Print) (Sign)

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STUDENT INSTRUCTIONS: If you wish to take a course that is not on the pre-approved list, **print and attach any syllabi** or course descriptions to this form.

COLLEGE of ARTS & SCIENCE | Drop-off/Pick-up at CAS Advising Center

STUDENT COMPLETE THIS SECTION		CAS DEAN COMPLETE THIS SECTION				
Abroad Course Code	Abroad Course Title	SJU Course	Counts Towards? (Free Elective unless noted)	GEP Notes	SIGN	For all?
			___Major ___Minor ___GEP ___Overlay			
			___Major ___Minor ___GEP ___Overlay			
			___Major ___Minor ___GEP ___Overlay			
			___Major ___Minor ___GEP ___Overlay			

HAUB SCHOOL OF BUSINESS | By appointment with Department Chair

STUDENT COMPLETE THIS SECTION		DEPARTMENT CHAIR COMPLETE THIS SECTION				
Abroad Course Code	Abroad Course Title	SJU Course	Counts Towards? (Free Elective unless noted)	GEP Notes	SIGN	For all?
			___Major ___Minor ___GEP ___Overlay			
			___Major ___Minor ___GEP ___Overlay			
			___Major ___Minor ___GEP ___Overlay			
			___Major ___Minor ___GEP ___Overlay			

DEPARTMENT CHAIR/DEAN INSTRUCTIONS:

Step 1: Determine the SJU equivalency for the abroad course using attached course description or 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) or elective. *If the SJU equivalency is a “96-99”, this will be a free elective unless noted.*

Step 3: 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 4: Return to student to complete and submit to the CIP office.

Please return completed form to: Center for International Programs, 183 Bala Place | F: 610-660-1697 | studyabroad@sju.edu