



# IWU Study Abroad Course Approval Form

All IWU students seeking to study abroad on an affiliated program, and exchange program, or the Pembroke Program must complete a Course Approval Form (CAF) in order for their study abroad coursework to be applied toward major, minor, and/or General Education requirements.

Credit earned through an approved study abroad program will automatically transfer to IWU; however, without the appropriate approvals, these study abroad credits will count only as elective units toward graduation. As part of the course approval process, you are required to consult with the appropriate department chair/program director and/or the Registrar's Office to determine how your off-campus study credit will apply towards your degree program.

It is the prerogative of each department or program at IWU to determine whether or not to apply credit from off-campus study toward its requirements. Not all coursework is necessarily approved in advance; departments may require evaluation of certain courses upon your return from the program. It is always a good idea to return to IWU with copies of all course syllabi, reading lists, papers, and exams from off-campus study.

## Student Instructions

1. Examine your online degree evaluation and make sure that you understand what courses and degree requirements you have yet to fulfill.
2. Research course offerings for your study abroad program.
3. List your preferred study abroad courses and alternate choices on this form (page 3). Be certain that you enter the full course name and include course numbers, if available. If specific course titles are not available, list the subjects you want to study. Check the boxes for the degree requirements you want each course to fulfill.
4. Schedule appointments with your academic advisor to discuss your course selections. Suggested topics to discuss during your advising meeting are included on the next page. Your advisor should sign the form to indicate that your proposed plan of classes keep you on track for graduation.
5. Depending on what requirements you hope to fulfill with your study abroad courses, you will also need to consult with and secure the signatures of the following people:

If you want to fulfill...	Meet with...
Major requirements	Department Chair/Program Coordinator
Minor requirements	Department Chair/Program Coordinator
General Education requirements	Registrar

Suggested topics to discuss during your meeting with these people are included on the next page. Remember to bring course descriptions and/or syllabi with you to these meetings, if possible. These people will indicate on the form whether or not a course will fulfill a specific requirement.

6. Sign the form your self to indicate that you understand how your proposed courses
7. Return the completed and signed CAF to the International Office.
8. When you return from abroad and the University has received a copy of your abroad transcript, your abroad coursework will be posted to your IWU transcript. You should check your online degree evaluation then to check whether your abroad courses are being applied properly to your major, minor, or General Education requirements. Please note that if you take any courses not on your original CAF, you will need to secure the appropriate signatures for those courses on a new CAF.

If you, your academic adviser, or the department chair/program coordinator have questions about completing this form, please contact the International Office (x1096).

## Deadlines

**October 31:** for students applying to study abroad on a spring program.

**March 31:** for students applying to study abroad on a summer, fall, or academic year programs.

## Questions to Ask...

### The International Office

- How can I find course descriptions for my courses abroad?
- How do the credits for my possible study abroad courses correspond to IWU units?
- How can I tell whether or not a course is upper-division?
- I plan to take on the required three semesters of a foreign language abroad. Who do I need to consult about my language class?
- Can you help me identify courses that might fulfill certain General Education requirements? (Note: Final approval for General Education courses comes from the Registrar.)

### Your Academic Advisor

- NOTE: Please bring a copy of your degree evaluation to your advising meeting, along with course descriptions and/or syllabi for potential abroad classes.
- What degree requirements do I have left to complete?
- Are there particular requirements you recommend I should/should not try to complete abroad?
- I have copies of course descriptions for courses I am considering taking while abroad. Will any of these courses potentially meet requirements within my major or minor? (Note: Final approval for major or minor courses comes from the appropriate department chair or program coordinator.)
- Does my proposed abroad coursework keep me on track for graduation within four years?

### The Department Chair/Program Coordinator

- Are there particular requirements you recommend I should/should not try to complete abroad?
- I have copies of course descriptions for courses I am considering taking while abroad. Will these courses fulfill requirements within my major or minor? If so, which requirement will each course fulfill?
- If, when I arrive abroad, I change my course selections, are there things I need to keep in mind as I select new classes?

# COURSE APPROVAL FORM

Name: \_\_\_\_\_

Student ID #: \_\_\_\_\_

Proposed study abroad semester:    Fall    Spring    Summer    Academic Year

Proposed study abroad year: \_\_\_\_\_

Study Abroad Program: \_\_\_\_\_

Country: \_\_\_\_\_

City: \_\_\_\_\_

Host University (if applicable): \_\_\_\_\_

## Proposed Coursework

Completed by student		Completed by the International Office		Completed by dept. chair, program coordinator, or Registrar (Please provide specific IWU course numbers)	
Proposed abroad course	Type of credit	# of abroad credits	Upper-division credit	IWU course equivalent	IWU approval
1	Course number Course title	<input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Gen Ed _____ <input type="checkbox"/> Elective		Course number	
				Course title	
2	Course number Course title	<input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Gen Ed _____ <input type="checkbox"/> Elective		Course number	
				Course title	
3	Course number Course title	<input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Gen Ed _____ <input type="checkbox"/> Elective		Course number	
				Course title	
4	Course number Course title	<input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Gen Ed _____ <input type="checkbox"/> Elective		Course number	
				Course title	
5	Course number Course title	<input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Gen Ed _____ <input type="checkbox"/> Elective		Course number	
				Course title	
6	Course number Course title	<input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Gen Ed _____ <input type="checkbox"/> Elective		Course number	
				Course title	
7	Course number Course title	<input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Gen Ed _____ <input type="checkbox"/> Elective		Course number	
				Course title	
8	Course number Course title	<input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Gen Ed _____ <input type="checkbox"/> Elective		Course number	
				Course title	
9	Course number Course title	<input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Gen Ed _____ <input type="checkbox"/> Elective		Course number	
				Course title	

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## NOTES

Upper- and lower-division credit is determined by the teaching institution. (Courses taken at a British or Australian institution are usually upper-division if they are classified as second or third year classes; first year classes constitute lower-division course work.) The International Office determines whether upper-division credit will be awarded and records this on your Course Approval Form.

The amount of credit awarded is determined by the teaching institution. A course unit at IWU is defined as the equivalent of 4 American (Carnegie) semester hours. Therefore, a course awarded 3 semester hours of credit by the teaching institution or the credit-granting institution earns the equivalent of 0.75 IWU course units. A common course load in study abroad is 15 semester hours, which will transfer back as 3.75 IWU units (as opposed to the 4.0 units you would normally earn on campus). You are responsible to keeping track of the credits you earn abroad and for ensuring you have the required number of units to graduate.

A course must carry at least 3 semester hours/0.75 units of credit to fulfill a major, minor, or General Education requirement.

For programs with standing affiliation agreements with IWU, all coursework from a semester or academic year off-campus study program will be reflected as IWU credit on your IWU transcript, including failed courses. All grades are factored into your IWU cumulative grade point average. Your off-campus study program must report all credit earned.

Credit for programs that do not have standing affiliations with IWU are added to your IWU transcript as transfer credit and grades are not factored into your IWU cumulative grade point average. You must successfully petition to study abroad on a non-affiliated program during the semester prior to your proposed term of study, or credit will not be awarded. Petitions for inclusion of grades from non-affiliated study abroad programs will be considered only if they are filed prior to departure from IWU for the study abroad institution.

## SIGNATURES

While studying there I intend to be registered into the courses listed below. I understand that approval is for the specific course of study listed below and that once I am abroad, I am expected to take the course of study outlined here. If I must change courses for valid academic reasons (e.g., scheduling conflicts or course availability issues), I will contact the International Office immediately. I understand that the schedule I am providing to IWU is tentative. It will be my responsibility to notify the IWU Study Abroad Advisor about any changes in my schedule during the first two weeks of classes abroad. If I fail to do so, the credits for courses not discussed will be my responsibility.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Academic Advisor : \_\_\_\_\_ Date: \_\_\_\_\_

Study Abroad Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

**Please complete and return to  
International Office, CLA 3<sup>rd</sup> Floor**