

## STUDY ABROAD NOTIFICATION/APPROVAL FORM

### Information for faculty advisors

This student is participating in an accredited study abroad program, and would like to receive credit in your department for coursework to be completed overseas. The student is expected to present you with a course description to help determine whether the course can be applied to a departmental requirement. The purpose of this form is to assure that students are meeting with departmental advisors prior to departure to discuss the appropriateness of their course selection.

If you agree, it is possible to apply credits earned abroad towards a major/minor/elective in your department. Please complete the reverse side of this form to indicate how the course will apply and/or whether a substitution is possible.

Note that any coursework to be applied towards the General Education program is evaluated by the Gen Ed Coordinator.

If you have any questions about this form please contact Janis Halpern at x3427 or by E-mail: [jhalpern@indstate.edu](mailto:jhalpern@indstate.edu).

### Information for students

It is your responsibility to discuss your intended program of study with your advisor. Course descriptions are necessary and you should plan to include alternate selections just in case one of your main choices becomes unavailable.

Only those courses in which a C or higher (or equivalent) is earned shall be eligible for transfer credit. An explanation of the grading scale for your program is provided by the Study Abroad Coordinator. Grades earned abroad are not computed into your GPA with the exception of some MCSA programs, where they are calculated. For all other programs you will be registered using a special study abroad code, and following receipt of your transcript, all coursework will be listed with the number of credits earned.

Note that in order to apply coursework towards General Education, you must follow the GUIDELINES established by the General Education Coordinator. These GUIDELINES are available from the Study Abroad Office in Stalker Hall Room 215.

I understand the study abroad course credit policy.

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Student's signature

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Date

**STUDY ABROAD FACULTY ADVISOR NOTIFICATION/APPROVAL FORM**

Student's Name \_\_\_\_\_ SS# \_\_\_\_\_

Name of Study Abroad Program \_\_\_\_\_ Country \_\_\_\_\_

Program term: Fall 200 \_\_\_\_\_ Spring 200 \_\_\_\_\_ Summer 200 \_\_\_\_\_

Host Institution Course Name	Host Course Number	Course Credits	ISU Course Equivalent Name	ISU Course Number	Course Credits	Approval
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