



Elizabethtown College Study Abroad Course Approval Form

Please complete and circulate this form for all REQUIRED signatures.

Return completed forms to the Study Abroad Advisor in Nicarry Hall, Office 117.

Name _____ Student ID _____ Email _____

Major(s) _____ Minor(s) _____

Study Abroad Program (Provider & Location) _____ Term(s) _____ Year _____

Name of University Abroad _____

Major Advisor(s) _____ Minor Advisor(s) _____

SECTION A: Completed by the student, the student's academic advisor(s), and the Department Chair governing the course discipline.

IMPORTANT ADVISING NOTES: Only departments governing a course discipline can approve a study abroad course as an equivalent to one in the department's catalog offerings. Many programs are interdisciplinary in nature, so it is best to have both the student's academic advisor and the Department Chair governing the course discipline approve the study abroad course equivalency.

STUDENT NOTE: Students are required to attach a copy of a course description for each intended study abroad class to be kept on file with the final Course Approval Form.

MAJOR AND MINOR COURSES

Host Institution Course Code	Host Institution Course Title	Host Program Credits	Elizabethtown College Credits	E-town's Course or Program Equivalent*	Special Topics Course is an approved substitution for the following program requirement **	Major/Minor Advisor(s) Initials	Dept. Chair Initials governing the discipline

* Please assign the course catalog equivalent (e.g. AC 101) to be awarded upon transcript receipt. If the course is NOT an exact equivalent to a catalog offering, assign either special topics course numbers (170 or 370) to the discipline.

** If a special topics course, please identify the major/minor program requirement the course will satisfy on the student's Grad Report. For example, the course will satisfy the program's AC 101 requirement.

SECTION B: Completed by the student in consultation with their Academic Advisor.

NOTES: Please list ALL courses you hope to take abroad to satisfy a particular Core Program Requirement or as a FREE elective. This list should include your first choices for classes and alternative options in the event you are unable to enroll in your preferred classes. You must also identify which area of Core you are attempting to satisfy for each class and attach the corresponding course descriptions. The Study Abroad Advisor will submit all completed forms and attached course descriptions to the Registrar's Office for final approval of all Core Program equivalencies and free-electives.

CORE AREA of UNDERSTANDING and/or FREE ELECTIVE(S) counting only toward the 125 credits required for degree completion.

Host Institution Course Code	Host Institution Course Title	Host Program Credits	Elizabethtown College Credits	Core Area of Understanding* or Free elective**	Registrar's Use Only	
					Core Designation and Comment(s)	

* If you would like the course approved for Core, please identify the Area of Understanding for which you are seeking approval. For example, Western Culture Heritage (WCH).

** If the course is simply a free elective, write FREE in the space.

Student Agreement (check this box, if you agree with the statement below):

I have discussed my plan of studying abroad in detail with my academic advisor(s) and we have agreed on the courses listed above.

Student's Signature _____ Date _____

Major Advisor's Signature(s) _____ Date _____

Minor Advisor's Signature(s) _____ Date _____

Study Abroad Advisor's Signature _____ Date _____

Registrar Approval Signature: _____ Date: _____

Instructions for Study Abroad Course Approval Form

All courses taken abroad for credit must be pre-approved for transfer back to Elizabethtown College. This form has been designed to help you and your academic advisor(s) plan your course of study for your study abroad program. Please list at least eight (8) courses that you wish to take abroad on the Study Abroad Course Approval Form, as you will need alternative courses pre-approved if you are unable to enroll in your preferred courses. The following steps should be taken when completing this form. If courses listed on this form are not available at your host location upon arrival, you must immediately send an email to the Study Abroad Advisor and Registrar. The Study Abroad Advisor and Registrar will work with you and your academic advisor(s) to approve new courses.

1. Meet with your Major and Minor Advisor(s)

- Items to Take Along: Study Abroad Course Approval Form; course equivalency spreadsheet for your study abroad destination and/or course titles and descriptions from your intended classes; major/minor/Core check sheets; and the College catalog.
- Issues to Discuss: Location(s) you will be studying and when; courses you would like to take while abroad (and which requirements you hope they fulfill at E-town); courses you will take when you return and thereafter; and other degree requirements.
- Registration for Your Semester Abroad: Although you will likely not select courses for your time abroad until you arrive on-site, you still need to hold an advising meeting with your major advisor prior to departure. Your advisor will need to release the “Advising Hold” on your account. NOTE: Unless this is a summer or short-term program, ***you are required to register for classes at E-town as normal for the semester(s) you plan to be abroad.*** This is a precautionary measure in the event you are unable to study abroad and need to re-enroll in classes at E-town. Once your acceptance to the study abroad program is final and you are certain that you will be studying abroad, the Study Abroad Advisor will inform the Registrar, who will drop you from your E-town courses and register you for study abroad credits.

2. Complete the Study Abroad Course Approval Form

Do the following with the help of your advisor(s):

- Advisor(s) Signature: Both your major and minor advisor(s) need to sign the Course Approval Form.
- Course Approvals by the Department: Courses intended to count toward major/minor credits must be approved by your major/minor advisor. You should show the course title and description to your advisor(s) and request that they initial and sign their acceptance on your Course Approval Form. Your academic advisor(s) does not need to initial the Core courses and free electives as the Registrar makes the final decision on what counts as a Core requirement. This approval process (completing the gray column) will occur after you have submit this completed form to the Study Abroad Advisor and the Registrar is reviewing your choices.
- Course Descriptions: ***You must attach course descriptions for all courses listed on your Course Approval Form.***
- Complete Forms: Make sure you include all of the information that is requested on the form; incomplete forms will be returned to the student. ***Questions about how to complete this form can be directed to the Study Abroad Advisor.***
- Submit Course Approval Form: Drop off your completed form at the Study Abroad Advisor’s Office in Nicarry Hall, Office 117. At this time, you will gain your last signature, the Study Abroad Advisor’s signature. Do not forget to attach course descriptions and any additional comments from your academic advisor(s). Again, incomplete forms will be returned to the student.

3. Final Course Approval

The Study Abroad Advisor will sign this form and send it to the Registrar along with the copies of course descriptions you submitted. The Registrar will provide final approval for Core and free elective classes. The Office of Registration and Records will send copies of the approval form to you, your academic advisor(s) and the Study Abroad Advisor via email. If any changes are made to your Course Approval Form after you receive this email, you must immediately email the Study Abroad Advisor and Registrar to make the necessary updates. The Registrar cannot guarantee that classes will transfer back to Elizabethtown College and fulfill the intended graduation requirements, if it is not listed on your Course Approval Form.

4. Important Points

- **A minimum of 12 US credits must be taken while studying abroad.** However, all students are encouraged to enroll in at least 15 US credits to stay on track for graduation. If you wish to take more than 18 credits, you must petition for an overload. Exceptions have been made for certain semester-long programs, including pre-semester courses.
- Courses that do not meet a major, minor, or Core requirement usually transfer as free elective credit.
- Elizabethtown College transfers credits, not grades, but some employers and all graduate schools will request original copies of your study abroad transcripts, which will clearly outline your grades.
- **Credits will transfer back to Elizabethtown College if you earn the equivalent of a US C- or better in the course.**

5. Non-Affiliated Programs

Students may transfer credit from approved non-affiliated study abroad programs with the approval of the student's academic advisor(s) and major Department Chair, the Study Abroad Advisor, and the Registrar.

Attention Advisors:

Before initialing major/minor requirements for your advisee and discussing intended Core courses to be taken abroad, please ensure:

- The student and advisor agree that studying abroad will not negatively impact the student's ability to fulfill all necessary requirements for a timely graduation.
- That the student is not repeating Core courses. For example, in the past, some students have indicated that they will take a certain class abroad that will count for Western Cultural Heritage. However, once they get back from studying abroad, they realized that they have already fulfilled that Core during a previous semester and therefore receive free elective credit rather than Core credit. Please double check your student's complete Core courses to ensure students are selecting courses that are appropriate for a timely graduation. The Registrar is still the person who will approve whether or not a course will transfer back to the core.

Thank you,
Megan Bell
Study Abroad Advisor
bellm@etown.edu
717-361-1347