



## Semester Abroad Course Approval Form

### International Programs

#### Form Explanation

It is important that you have a documented conversation with your advisors prior to studying abroad. This form is designed to help you make an informed decision about which courses to take when you study abroad and to be your record of those decisions. You need to be aware of how your study abroad coursework may or may not fulfill your requirements for your Kirkwood degree and/or your future educational goals. Kirkwood students planning to study abroad for a semester must have their academic program approved in advance. This pertains to all programs. Approval should be obtained on all courses in which the student plans to enroll abroad in consultation with Kirkwood faculty and the International Programs Office. Failure to establish prior approval may result in the delay, failure or inadequate posting of credits from study abroad to the Kirkwood transcript. This form helps determine the connection between degree requirements and study abroad coursework. Signatures on this form give an assessment of how credits may be used, but does not guarantee credit or applicability of courses toward degree requirements. Advisors and/or faculty may need to review course materials upon your return before making a final decision.

#### Form Instructions

1. Research the courses that you are eligible to take as part of this study abroad program and determine what degree requirements you need to fulfill.
2. List the courses you selected and alternate selections on this form. Use a separate sheet if you need more room.
3. Meet with an academic advisor in your program to discuss your selections and your degree plan.
4. You and your advisor need to sign the form as well as your Academic Dean.
5. Return the form to the International Programs Office and keep a copy for yourself.
6. On return from your study abroad experience, refer to this form when transcripts are submitted.

#### Student and Program Information

Last Name: \_\_\_\_\_ First Name \_\_\_\_\_ k Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number \_\_\_\_\_

Semester Abroad Program and Location: \_\_\_\_\_

Study Abroad Semester \_\_\_\_\_ Expected Date of Graduation/ Program Completion: \_\_\_\_\_

Kirkwood Program of Study/Major: \_\_\_\_\_

What kind of credit will you receive? (Read definitions below and circle one)     *Resident Credit*     *Transfer Credit*

#### Resident Credit

- Grades received are calculated into your Kirkwood GPA. Grade equivalents are determined by Kirkwood using common grade equivalencies with approval from the faculty from the student's academic department.
- Individual Kirkwood courses appear on your transcript with grades after you return and official transcripts from the host institution are received and evaluated at Kirkwood.

#### Transfer Credit

- Grades received are not calculated into your Kirkwood GPA. Credit appears on your transcript as a number of transfer credits, without individual course names listed.
- Transfer credit is automatically evaluated for degree requirements, although academic departments may or may not accept transfer credit for major requirements and this will be reflected on your degree audit and will be based on your Course Approval Form.
- You may need to request transcripts from the host university in the future, which can be difficult.

**Academic Planning Table**

Use the table below to indicate the courses you have selected for your study abroad program. Please include any alternate courses as well in the case that certain courses may not be offered at the host school during the timeframe you are studying there. Use an additional sheet of paper if more room is needed.

Study Abroad Course Number and Title:	Semester Credits	Requirement Fulfilled and/or Equivalent Kirkwood Course	Advisor/Faculty Comments	Advisor/Faculty Initials

**Student Signature**

I understand how my study abroad courses can be applied to my degree.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Approved by:**

\_\_\_\_\_  
Academic Advisor/Faculty Signature Department Date

\_\_\_\_\_  
Academic Dean Signature Department Date

\_\_\_\_\_  
Director, International Programs Signature Date