

STUDY ABROAD COURSE PRE-APPROVAL FORM – CCSU PARTNERSHIP AND AFFILIATE PROGRAMS ONLY

THIS FORM IS TO BE COMPLETED BY THE STUDENT IN CONSULTATION WITH THEIR FACULTY ADVISOR:

This form must be completed and submitted to the Center for International Education **prior** to your departure; it is to be used *only* for courses taken at CCSU's partner universities or affiliate programs abroad (Globalinks or ISEP). If you wish to make changes to this course schedule later, either before or during your international experience, you must contact the International Education Coordinator in the CIE immediately and *before* you return.

CREDIT AND GRADES: Courses taken on partnership and affiliate programs are considered in-residence, not transfer credit. Grades earned abroad will appear on your CCSU transcript and calculate into your GPA. Because the grades are assigned by the host university abroad, the CCSU Grade Appeals Policy does not apply; if you need to appeal a grade, you must use the grade appeal process of the host university. Remember to retain all syllabi, papers, exams, course descriptions, etc. in case concerns arise after you return and receive your grades. Submission of this form is not a guarantee that courses will be available at your host university.

HOW TO COMPLETE THIS FORM: Step One: In consultation with your Faculty Advisor, select the courses to be taken at your Host University. **Step Two:** Schedule an appointment with the International Education Coordinator, who will approve CCSU course equivalencies that are listed in the Study Abroad Database. **Step Three:** If any of the courses you have selected are not currently in the Study Abroad Database, you must see the appropriate department chairperson to seek approval for a CCSU course equivalent. **Step Four:** Obtain the signature of your Faculty Advisor.

STEP ONE: TO BE COMPLETED BY THE STUDENT

Name: _____ CCSU ID: _____ Phone #: _____ Email: _____

Host University Abroad: _____ This is a CCSU Partner University Globalinks ISEP program. Country: _____

Major: _____ Minor: _____ Advisor: _____

Semester/ Year: Fall 20____ Spring 20____ Full Year 20____-____ Summer 20____-____

Student Signature: _____ Date: _____

STEPS TWO AND THREE: CREDIT APPROVAL

The Registrar's Office maintains a database of study abroad partner and affiliate courses that have been pre-approved for CCSU course credit. The database encompasses study abroad records since Fall 2011. Courses remain in the database for three years from the date of approval. The CIE will review the section below and approve/sign for course equivalencies that are in the Study Abroad Database. Students must then meet with the appropriate department chair(s) to gain approval for CCSU course credit for courses not in the database. In cases where coursework is not currently databased, Department chairs will indicate whether the course is approved to be databased, or if this is a one-time approval.

| Overseas Course Number and Title <i>(Student to complete this column)</i> | Credit | CCSU Course Equivalency (Number and Title) <i>(From Database or Department Chair)</i> | Credit | In Database <i>(CIE use only)</i> | CIE or Department Chair Signature | For Courses requiring Department Chair Approval: Please indicate whether course should be databased |
|--|--------|--|--------|--|--------------------------------------|---|
| _____ | _____ | _____ | _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No | _____ | <input type="checkbox"/> Database <input type="checkbox"/> One-time approval |
| _____ | _____ | _____ | _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No | _____ | <input type="checkbox"/> Database <input type="checkbox"/> One-time approval |
| _____ | _____ | _____ | _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No | _____ | <input type="checkbox"/> Database <input type="checkbox"/> One-time approval |
| _____ | _____ | _____ | _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No | _____ | <input type="checkbox"/> Database <input type="checkbox"/> One-time approval |
| _____ | _____ | _____ | _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No | _____ | <input type="checkbox"/> Database <input type="checkbox"/> One-time approval |
| _____ | _____ | _____ | _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No | _____ | <input type="checkbox"/> Database <input type="checkbox"/> One-time approval |
| _____ | _____ | _____ | _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No | _____ | <input type="checkbox"/> Database <input type="checkbox"/> One-time approval |

Note: Attach a second form if additional space is needed.

STEP FOUR: Faculty Advisor Signature: _____ **Date:** _____