

EMU Credit Approval Form for Study Abroad Instructions

INSTRUCTIONS FOR STUDENTS:

All courses from an EMU-Sponsored study abroad program can come back as elective credit. To receive major, minor, or general education credit, work with the faculty in the department or college from which you are requesting credit, as well as your study abroad advisor, to approve courses before you study abroad.

1. Review the list of courses offered at your host institution of study and find the course descriptions of the courses you are interested in taking.
2. Take this form and the course descriptions of both the host institution courses and the EMU courses to a meeting with the faculty in the department or college from which you are requesting credit to ensure courses will fit in your academic plan and fulfill graduation requirements. It is recommended that you select a few back-up courses in addition to your top pick courses, should certain courses not be available at the time of your enrollment.
3. The completed form, with signatures, must be submitted to Academic Programs Abroad by the deadline issued by the study abroad advisor. Please upload your completed form to the EMU Credit Approval section of your application. **NOTE: Forms without signatures are NOT considered complete and will not be accepted.**
4. Programs with existing pre-approvals do NOT need to have the course reapproved. The study abroad advisor for your program will provide you with a list of these courses.
5. At the time of enrollment at your host institution, you may enroll in courses not listed on this form. If this happens, notify the academic department or college from which you are requesting credit and your faculty for approval of the additional courses and to ensure they will fit in your academic plan. The signed form should then be re-submitted to Academic Programs Abroad. **NOTE: Any changes while abroad can be confirmed via email after original signatures have been put on the form prior to departure.**
6. The number of credits being taken at the host institution must match the number of credits for which you are registered at EMU. Any changes must be communicated to the APA office prior to the last date of the EMU semester to ensure correct reflection of grades.

INSTRUCTIONS FOR FACULTY ADVISORS:

This form lists the courses that the student plans to complete on their study abroad program. Please list the EMU course equivalents.

- If a course is not exactly equivalent to any course offered in your department you may list it as a restrictive elective or special topics course with the appropriate abbreviation beforehand (i.e. JPNE XXX, HIST XXX, PSY XXX), choosing the level of the course.
- An email from the academic, faculty, or director advisor with description of the approval may be submitted with the form in lieu of signature.
- Once the transcript arrives, the Registrar determines the credit and grade equivalents based on international evaluation standards.

GRADE POLICY:

All study abroad credits count toward the student's overall GPA.

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Submit completed form to Academic Programs Abroad.

Last Name:	First Name:	EID#:
Name of EMU Sponsored Program:		
Term/year abroad: <input type="checkbox"/> Fall 20 _____ <input type="checkbox"/> Winter 20 _____ <input type="checkbox"/> Summer 20 _____		

Select what approved course(s) is being used for:

Major Minor General Education General University Elective

Academic Course Abroad	EMU Equivalent or Requirement	Approver Signature
		Print Name:
		Signature:
		Date:

Major Minor General Education General University Elective

Academic Course Abroad	EMU Equivalent or Requirement	Approver Signature
		Print Name:
		Signature:
		Date:

Major Minor General Education General University Elective

Academic Course Abroad	EMU Equivalent or Requirement	Approver Signature
		Print Name:
		Signature:
		Date:

Major Minor General Education General University Elective

Academic Course Abroad	EMU Equivalent or Requirement	Approver Signature
		Print Name:
		Signature:
		Date:

I understand that academic credit should be approved prior to departure and I understand the credit approval process. In the event that I must change my academic schedule after this document is completed, it is my responsibility to request the amendment and the approval from the appropriate department(s) and submit an updated copy to APA. I understand that coursework not approved for EMU equivalency will be listed as general elective credit. This form is NOT considered complete unless I have obtained the appropriate signature(s). Final course approval requires an official transcript with passing grades from the host international institution.

Student Signature _____ Date _____

Study Abroad Advisor Signature _____ Date _____