

SALVE REGINA STUDY ABROAD ACADEMIC APPROVAL FORM - Semester/Academic Year Study Abroad Programs

Please keep a copy of this form for your records and return the completed, signed original to the Center for Global Education and Fellowships.

Student Name _____ Salve ID# _____ Semester Abroad: Fall ____ ☐ Spring ____ ☐
 Major(s) _____ Minor(s) _____ ☐ Pell Honors
 Study Abroad Location (city, country) _____ Study Abroad Program or University _____

INSTRUCTIONS: PLEASE TYPE OR PRINT CLEARLY IN BLACK OR BLUE INK.

List the courses that you plan to take during your study abroad program. Include three alternate course options. You are required to complete the equivalent of at least 12 Salve Regina credit hours while abroad. **Refer to your 4-year plan when selecting courses abroad.** Be sure to follow the example provided below and instructions on the back of this sheet when completing this form.

Course approval should be provided by the Center for Global Education and Fellowships, or your department chair based on the degree requirement you are fulfilling abroad.

- Approved by the Center of Global Experience & Fellowships For Core Complement(s) or Free Elective(s)
- Approved by your Department Chair/Coordinator For Major Requirement(s), Elective in Major(s), Minor Requirement(s), or Elective in Minor(s) (PELL-299 gets approved by Dr. Leeman)

FOREIGN CREDIT COURSE INFORMATION - Completed by Student

Course Title/No.		Foreign Credits	SALVE REGINA UNIVERSITY COURSE EQUIVALENT - Completed by Department Chair or CGEF			
			SRU Equivalent Credits	SRU Course No.	Course Approved by	Signature/Date
Ex.	PY249 Cognitive Psychology	12	4	PSY 310	Dr. Paula Martasian	Paula Martasian 1/25/23
Course fulfills: <input type="checkbox"/> Core Complement <input type="checkbox"/> Free Elective <input checked="" type="checkbox"/> Major Requirement			<input type="checkbox"/> Elective in Major	<input type="checkbox"/> Minor Requirement	<input type="checkbox"/> Elective in Minor	<input type="checkbox"/> PELL299 Special Topics
1.						
Course fulfills: <input type="checkbox"/> Core Complement <input type="checkbox"/> Free Elective <input type="checkbox"/> Major Requirement			<input type="checkbox"/> Elective in Major	<input type="checkbox"/> Minor Requirement	<input type="checkbox"/> Elective in Minor	<input type="checkbox"/> PELL299 Special Topics
2.						
Course fulfills: <input type="checkbox"/> Core Complement <input type="checkbox"/> Free Elective <input type="checkbox"/> Major Requirement			<input type="checkbox"/> Elective in Major	<input type="checkbox"/> Minor Requirement	<input type="checkbox"/> Elective in Minor	<input type="checkbox"/> PELL299 Special Topics
3.						
Course fulfills: <input type="checkbox"/> Core Complement <input type="checkbox"/> Free Elective <input type="checkbox"/> Major Requirement			<input type="checkbox"/> Elective in Major	<input type="checkbox"/> Minor Requirement	<input type="checkbox"/> Elective in Minor	<input type="checkbox"/> PELL299 Special Topics
4.						
Course fulfills: <input type="checkbox"/> Core Complement <input type="checkbox"/> Free Elective <input type="checkbox"/> Major Requirement			<input type="checkbox"/> Elective in Major	<input type="checkbox"/> Minor Requirement	<input type="checkbox"/> Elective in Minor	<input type="checkbox"/> PELL299 Special Topics
5.						
Course fulfills: <input type="checkbox"/> Core Complement <input type="checkbox"/> Free Elective <input type="checkbox"/> Major Requirement			<input type="checkbox"/> Elective in Major	<input type="checkbox"/> Minor Requirement	<input type="checkbox"/> Elective in Minor	<input type="checkbox"/> PELL299 Special Topics
Alt.						
Course fulfills: <input type="checkbox"/> Core Complement <input type="checkbox"/> Free Elective <input type="checkbox"/> Major Requirement			<input type="checkbox"/> Elective in Major	<input type="checkbox"/> Minor Requirement	<input type="checkbox"/> Elective in Minor	<input type="checkbox"/> PELL299 Special Topics
Alt.						
Course fulfills: <input type="checkbox"/> Core Complement <input type="checkbox"/> Free Elective <input type="checkbox"/> Major Requirement			<input type="checkbox"/> Elective in Major	<input type="checkbox"/> Minor Requirement	<input type="checkbox"/> Elective in Minor	<input type="checkbox"/> PELL299 Special Topics
Alt.						
Course fulfills: <input type="checkbox"/> Core Complement <input type="checkbox"/> Free Elective <input type="checkbox"/> Major Requirement			<input type="checkbox"/> Elective in Major	<input type="checkbox"/> Minor Requirement	<input type="checkbox"/> Elective in Minor	<input type="checkbox"/> PELL299 Special Topics

TOTAL ANTICIPATED SRU EQUIVALENT CREDIT HOURS TAKEN ABROAD (minimum 12 credits) _____

Joseph Meringolo – Asst Director, Center for Global Education & Fellowships Date _____

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INSTRUCTIONS FOR COMPLETING THE ACADEMIC APPROVAL FORM

Please note: Study abroad students must complete at least one academic approval form for each semester abroad. Students are encouraged to have 2 courses abroad – a primary and a back up - for every SRU course equivalent that they plan to take abroad (i.e. 8 approvals for 4 courses or 10 approvals for 5 courses, according to the needs of the student as shown in the four year plan). For example, if a student needs a Philosophy Core Complement, the student should look to get two philosophy courses approved.

Instructions to Students:

1. Research the course offerings through the provider/host institution, for the semester(s) / term(s) in which you wish to study abroad. Double check that you are referring to the proper semester(s) / term(s), since some institutions refer to their semesters by number (i.e. Semester 1 and Semester 2).
2. Print off course descriptions or syllabi based on what you would like to take and which academic requirements you still need to fulfill to complete your academic degree program.
3. Be mindful that there may be schedule conflicts or some courses that are not offered during the term in which you plan to study abroad.
4. Prepare descriptions for at least twice as many courses as you plan to take and then bring the information, along with the *Academic Approval Form* and your *Four Year Plan*, to each appropriate Department Chair on campus to obtain approvals. Course approvals may only be obtained from the Chair of the appropriate department. For example, English Communications course(s) must be approved by the Chair of the English Department. Core complements and free electives can be approved by the Center for Global Education & Fellowships (CGEF).
5. Return the original *Academic Approval Form* completed (e.g. all courses 1-5 + Alternatives) completed filled out for the Assistant Director's signature and final approval. The CGEF Assistant Director will review the completed course approval form(s) after all other signatures have been obtained. Please be sure to have filled in all areas and checked all the boxes.

Note to Department Chairs:

Please fill out completely the section marked for designated Department Chair on the reverse side. Your signature next to each course indicates that the student will meet a specific Salve Regina requirement provided the student's grade meets the minimum grade specifications as outlined in the Undergraduate Catalog. *SRU Equivalent Credits* is the number of credit hours "recommended" by the CGEF in collaboration with the Department and Registrar. Actual credit hours will be determined by standard foreign credential evaluation procedures.

Student Agreement

1. It is my responsibility to enroll in courses at the host institution, complete the courses in which I enroll, and have a transcript sent to the CGEF upon program completion.
2. I understand that I am responsible for registering as a **full-time student** while participating in the study abroad program. Full-time student status is *not* based on the number of courses in which I enroll abroad, but on the number of credits that will transfer to my academic record at Salve Regina University. I understand that registering for less than full-time student status on a study abroad program will have adverse effects including but not exclusive to rendering me ineligible for student loans, grants, scholarships, aid and student status for health insurance, and may adversely affect my immigration status as a student overseas. I understand I am required to enroll in a **minimum of 12 US credits per semester** while abroad.
3. I understand that I have applied to live in another country and participate in a different system of higher education. I am responsible for adjusting to the different system of education and maintaining good academic standing. I recognize that I am not exempt from any course requirements, including final examinations, at the program or university abroad and must take examinations at the time scheduled by the university abroad.
4. It is my responsibility to inform my Study Abroad Advisor and my Primary Advisor of any changes in my course schedule, and to seek the appropriate course approvals.
5. I understand that all the courses that I take at this host institution will transfer as graded Salve credit, and will appear on my Salve transcript.
6. I understand the Salve Regina registration procedures for registering for classes from the study abroad program site. I understand that I am responsible for registering myself for all classes next semester in consultation with my primary advisor.

Student Signature: _____

Date: _____