

# Education Abroad Course Pre-Approval Form (Exchange Programs)



Constellation Commons for Global Learning – Global Village Bldg. 400 Rm. 2070 – P: 585-475-4466 F: 585-475-3222

Name: \_\_\_\_\_ UID: \_\_\_\_\_ Major: \_\_\_\_\_ Term(s) Abroad: \_\_\_\_\_

Study Abroad Program Name: \_\_\_\_\_ Program Provider: \_\_\_\_\_ Program Country: \_\_\_\_\_

## Instructions for Students:

- 1) Use overseas university website to select study abroad courses and attach the course descriptions or syllabi. Remember, to be considered a full-time student while abroad, you must be registered for at least 12 credits per term. Be sure to identify some alternate courses in case your first choices are not available when you arrive in country.
- 2) Take this form to a meeting with your major advisor for approval to ensure that your overseas courses count toward your degree requirements. Your major advisor will determine which further approvals are necessary. If you plan to take a language course toward an immersion or minor, you will need to get approval from the department of Modern Languages.
- 3) Once completed with the appropriate signatures, make a copy for your records and submit this form to RIT Education Abroad office.

## Important Reminders:

- Only courses that count toward your degree requirements are eligible for financial aid. If you plan to use financial aid to help fund your study abroad program, we recommend that you only choose courses abroad that count toward your degree requirements.
- If the plans for your overseas courses change unexpectedly, please contact the Education Abroad office and your academic advisor(s) as soon as possible as this may have important consequences to your registration, billing and financial aid.
- While you will be earning individual letter grades for each of your courses abroad, they will be converted to satisfactory/fail at RIT. RIT Education Abroad policy states that a C or above will be considered satisfactory and a C- or below will be failing. If you withdraw from an overseas course, you will earn a W for that course at RIT.

TO BE COMPLETED BY STUDENT			TO BE COMPLETED BY ADVISOR						
Study Abroad Course Name	Credits Abroad	Substituting RIT Course	RIT Course #	Course will count towards (Please Circle One)		RIT Credit	Approver Name (Printed)	Approver Initials	Date
FIRST CHOICE COURSES				Major Course/Elective	Perspective				
				Free Elective	GE Elective				
				Minor/Immersion	No degree credit				
				Major Course/Elective	Perspective				
				Free Elective	GE Elective				
				Minor/Immersion	No degree credit				
ALTERNATE COURSES				Major Course/Elective	Perspective				
				Free Elective	GE Elective				
				Minor/Immersion	No degree credit				
				Major Course/Elective	Perspective				
				Free Elective	GE Elective				
				Minor/Immersion	No degree credit				

If more space is needed to list courses, please attach a second form.

REG – Study Abroad Approval

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**Instructions for Advisors:**

1. Review student's selected courses abroad using the attached course descriptions and/or syllabi.
2. Assist the student with identifying degree requirements within the student's RIT degree program that could be fulfilled by the courses they selected.
3. Complete the section in orange. Provide rationale as necessary in the 'notes' section. For example, if there is a variance between the credit awarded by the overseas institution and the credit accepted by RIT, please explain.
4. Print your name and initial next to each course to indicate your approval.
5. You may choose to keep a copy of this form for your records. Once the student has gathered all required signatures and turned the form into the Education Abroad office, it will be uploaded into OnBase so you will have access to the final version.

**Important Reminders for Advisors:**

- If a student's overseas courses change unexpectedly, they should contact the Education Abroad office and their academic advisor(s) as soon as possible as this may have important consequences to their registration, billing and financial aid.
- While students will be earning individual letter grades for each of their affiliate courses abroad, they will be converted to satisfactory/fail at RIT. RIT Education Abroad policy states that a C or above will be considered satisfactory and a C- or below will be failing. If a student withdraws from an overseas course, they will earn a W for that course at RIT. For more information on Education Abroad grading policies visit: [studyabroad.rit.edu](http://studyabroad.rit.edu), hover over Advisor Tools and click on "Understanding our Programs".

**NOTES:**