

TOWSON UNIVERSITY STUDY ABROAD COURSE FORM

RETURN TO THE TU STUDY ABROAD OFFICE BY DECEMBER 10 FOR MINIMESTER OR SPRING TERM AND BY MAY 10 FOR SUMMER OR FALL TERM

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|------------------------------------|---|
| 1. Complete all shaded areas | 3. Obtain approvals from academic department chairs |
| 2. Meet with your Academic Advisor | 4. Review 'Policies' on reverse - sign and return to the TU Study Abroad Office |

STUDENT INFORMATION

Name: _____ TU Student ID#: _____ E-mail Address: _____ Major: _____

PROGRAM INFORMATION

Name of Program/University: _____ City: _____ Country: _____

Term and Year of Study Abroad: Fall _____ Minimester _____ Spring _____ Summer _____

ACADEMIC ADVISOR'S SIGNATURE

I have met with the above named student and discussed how study abroad will affect his/her degree progression at Towson University.

_____ *Academic Advisor Name*

_____ *Academic Advisor Signature*

_____ *Date*

IMPORTANT: STUDENTS MUST LIST ALTERNATES IN ADDITION TO THEIR PLANNED CLASSES TO ALLOW FOR POSSIBLE SCHEDULE CHANGES OR FAILURE TO MEET PREREQUISITES.

OVERSEAS HOST INSTITUTION/PROGRAM

TOWSON UNIVERSITY DEPARTMENT CHAIR

Course #	Course Title	TU Discipline (e.g. MCOM, FIN)	TU Course #	OR	Elective Credit (specify LD or UD)	# Credits	Dept. Chair Name (please print)	Dept. Chair Initials
1. _____	_____	_____	_____	OR	_____	_____	_____	_____
2. _____	_____	_____	_____	OR	_____	_____	_____	_____
3. _____	_____	_____	_____	OR	_____	_____	_____	_____
4. _____	_____	_____	_____	OR	_____	_____	_____	_____
5. _____	_____	_____	_____	OR	_____	_____	_____	_____
ALTERNATES:								
6. _____	_____	_____	_____	OR	_____	_____	_____	_____
7. _____	_____	_____	_____	OR	_____	_____	_____	_____
8. _____	_____	_____	_____	OR	_____	_____	_____	_____
9. _____	_____	_____	_____	OR	_____	_____	_____	_____
10. _____	_____	_____	_____	OR	_____	_____	_____	_____

As a student in good standing at TU, I have read and agreed to the policies stated on the back of this form. I understand that final decisions on the transfer of credit and satisfaction of requirements can be made only after my return from abroad and presentation of documentation of my program of study. I understand that grades and credits transfer to my academic record. If I do not maintain full-time status while abroad (minimum of 12 U.S. credits per fall or spring term), I may not be entitled to certain financial aid funds and may have to repay them upon my return. I understand that I may not repeat any courses originally taken at TU, including Incomplete (I) grades/work. Appeals to this decision may be made to the Academic Standards Committee (ASC). See Policy 'F' on reverse side for exception.

_____ *Student Signature*

_____ *Date*

_____ *TU Study Abroad Office Signature*

_____ *Date*

POLICIES

- A) Students must receive written approval to study abroad from the Study Abroad Office **prior to departure** by completing the Study Abroad Course Form (see front) with their academic advisor and academic chairperson(s), and submit it to the Study Abroad Office **BY DECEMBER 10 FOR MINIMESTER OR SPRING TERM AND BY MAY 10 FOR SUMMER OR FALL TERM**. Failure to obtain required approvals may result in the delay or failure of posting credits from study abroad to TU.
- B) Courses may be posted to TU in the following ways: as an exact equivalent, elective credit, special topics credit, independent study credit, or travel study credit within a specific discipline/department. Chairpersons have the right to determine how the courses will be posted. Credit can count toward the students' degree in the following ways: major/minor credit, GenEd credit, or elective credit toward graduation. Because of the nature of study abroad, it may not be possible for students to identify specific courses to be taken and hence get approval for course equivalencies at TU. In such cases, departments may be willing to give tentative approval for a specific number of credits, with the actual number of credits and course equivalency to be determined upon completion of the student's study abroad experience.
- C) **Students studying abroad in the fall term, spring term, or for the full academic year must maintain full-time status while abroad (minimum 12 U.S. credits per term)**. You must contact the Study Abroad Office immediately if you fall below full-time status. Students participating in TU exchanges may take up to 16 U.S. credits per term without incurring an overload surcharge fee.
- D) Grades and credits are posted to the student's academic record as TU courses. They will be posted to the student's academic record only after the student has all the courses equated by the appropriate academic chairpersons, and the Form corresponds to the overseas transcript. Courses taken abroad for which the student does not obtain equivalencies will be posted to the student's record as Unspecified Elective lower-division credit along with the grade the student earned at the host institution. No further changes may be made to the student's academic record after the end of the succeeding academic semester and after all courses have been posted.
- E) For courses not equated prior to departure, the student must complete a supplementary study abroad course form upon returning to the U.S. It is in the best interest of the student to bring back all coursework and syllabi from abroad.
- F) Students who **must** repeat a language course abroad as a result of a placement test, will receive an AUDIT for this course with no credit or grade awarded. The course will not be counted toward the minimum 12 credits needed for full-time enrollment.
- G) Students may **not** repeat any courses abroad that were originally taken at TU (see "F" for exception), including Incomplete "I" grades/work. Appeals to this decision may be made to the Academic Standards Committee (ASC).
- H) Students must abide by the academic regulations of their host institution or program.
- I) Once enrolled in a study abroad exchange or program, students should arrange to have official transcripts of work completed abroad sent directly to: **Study Abroad Office, Towson University, 8000 York Road, Towson, MD 21252, U.S.A. Phone: (410) 704-2451; Fax: (410) 704-4703**. It is the students' responsibility to ensure the TU Study Abroad Office receives the transcript.

Towson University's policies, programs and activities comply with federal and state laws and regulations prohibiting discrimination on the basis of race, color, religion, age, national origin, sex, disability and sexual orientation. For further information, contact the Towson University Office of Diversity and Equal Opportunity, 410-704-2360, <http://www.towson.edu/aa>.