

## STUDY ABROAD CREDIT APPROVAL FORM

Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Academic Level (while abroad):       Freshman     Sophomore     Junior     Senior

Term Abroad:  Fall \_\_\_\_  Spring \_\_\_\_  Summer \_\_\_\_    Anticipated Grad. Date: \_\_\_\_\_

Program:  TCU    IES    SIT    CIEE    Exchange \_\_\_\_\_

Location (City, Country): \_\_\_\_\_

### POLICIES

Below is a select list of important policies that apply to all students earning TCU credit abroad.

**Host University:** Students must follow the rules and regulations of their host universities and programs.

**Credit Hours:** Semester students abroad must be fulltime and carry a minimum of 12 credit hours. Students who take more than 18 credit hours abroad will be charged the additional per-credit cost for each credit hour above 18 hours.

**TCU Enrollment Status while abroad:** While abroad, the TCU system will show 12 dummy hours as a placeholder until the transcript arrives. Once the transcript arrives, the actual number of hours taken will be posted.

**Adding a Course:** To add a course (not previously approved on the Credit Approval Form) for major, minor or core credit, students must obtain written approval from their academic advisor, appropriate department chair, and dean at TCU. All approvals must be forwarded (emails are acceptable) to the Center for International Studies.

**Dropping a Course:** In order to drop a course, students should consult academic advisors and financial aid advisors at TCU to verify that dropping a class will not adversely affect academic progress or financial aid or scholarships, and at their host university to confirm their ability to drop a class.

**Audits:** Study abroad programs require dedication and full academic participation by all students. Therefore, participants may not audit a study abroad program or a course abroad.

**GPA and Residency:** Courses abroad count toward TCU residency requirements, and grades are computed in the TCU GPA, unless P/NC is selected. (see below)

**Pass /No Credit:** Students studying abroad may elect P/NC for their TCU record subject to all TCU P/NC regulations. Students may select P/NC within the first 10 weeks of semester-long programs (via electronic form to the Center for International Studies). If P/NC is selected, students will still receive grades from universities abroad, but the grade will be entered as P/NC on the TCU record according to TCU guidelines.

**Final Exam Schedules:** Students will follow the guidelines of a host university or program regarding the final exam schedule, and including regulations regarding the number of finals given on one day and the process (or lack thereof) for moving finals.

**Grade Appeals:** Students will follow the processes and policies of the host university for any grade appeals.

**Transcripts:** Transcripts may take 6- 12 weeks to arrive in the USA. Grades are posted by the Registrar's Office when transcripts arrive. Study Abroad Credit Approval Form determine how credits will be used to satisfy degree requirements.

**Graduating Seniors:** It is not possible to graduate at the end of a semester abroad, as official transcripts do not arrive in time to record coursework and grades.

**Disability Services:** TCU cannot guarantee academic accommodations abroad, but many host universities and programs offer assistance. Students should contact the appropriate personnel at the host university or program to discuss process for requesting accommodations abroad. The Coordinator of Services for Students with Disabilities in the Center for Academic Services at TCU (Sadler 1010) can assist with forms and documentation. All documentation should be completed 3 months prior to departure.

**Core Equivalencies:** WEM, GA, CSV and CA **cannot** be assigned to courses taught at institutions abroad, even if course equivalencies at TCU carry these attributes. CA *may* be completed on semester study abroad through the Center by request. Contact Dr. Williams at [t.williams@tcu.edu](mailto:t.williams@tcu.edu).

**TCU cannot override academic sanctions imposed by the host university or program abroad.** Furthermore, if a student is dismissed from university / academic environment, he/she will be fully removed from the program abroad and returned to the US.

**I have read and understand the above policies.**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

## INSTRUCTIONS

In addition to academic approvals, students must obtain a signature from their dean's office and submit this form to the Center for International Studies in order to ensure acceptance of credits by TCU.

- 1. List and Review Courses:** List study abroad course titles / numbers and then consult with your advisor to determine courses that maintain degree progress.
- 2. Obtain Major or Minor Credit Approval:** Contact the relevant department's office to determine the designated approver.
- 3. Secure the final signature from your Dean's Office Representative (see names below) for TCU Core Credit, Elective Credit and Final Approval of all coursework.** These individuals may approve P/NC on this form.

AddRan: Dr. Michael Butler

Business: Lynn Muller

Communication: Dr. Wendy Macias

Education: Shannon Cooper

Interdisciplinary Studies: Dr. Francyne Huckaby

Fine Arts: Monica Rodriguez

Nursing: Dr. Suzy Lockwood

Health Sciences: Dr. Debbie Rhea

Science and Engineering: Dr. Dick Rinewalt

### Equivalency Credit:

All coursework from abroad is recorded as XXXX (academic unit) 30970. If this form specifies an **equivalency**, the Dean's Office will note the international course in the student's degree requirements as a substitute for the noted equivalent. Students may not get credit for both the international course and its specified equivalent at TCU. However, **equivalency does not imply exact replacement**. Students are not eligible to take the equivalent course here and replace the grade from the abroad course, unless granted approval from their dean.

Name: \_\_\_\_\_

ID#: \_\_\_\_\_

<i>Semester students must list at least 10-12 courses</i>		<i>Office Use Only</i>	
<b>MAJOR</b>	<b>Study Abroad Course Title and #</b>	<b>Equivalent Credit</b>	<b>Major Department Signature</b>
	1.		
	2.		
	3.		
	4.		
	5.		

**Max # of hours allowed for major credit:** \_\_\_\_\_

<b>MINOR</b>	<b>Study Abroad Course Title and #</b>	<b>Equivalent Credit</b>	<b>Minor Department Signature</b>
	1.		
	2.		
	3.		
	4.		
	5.		

**Max # of hours allowed for minor credit:** \_\_\_\_\_

<b>TCU CORE</b>	<b>Study Abroad Course Title and #</b>	<b>Equivalent Credit</b>	<b>Dean's Office Signature (p.1)</b>
	1.		
	2.		
	3.		
	4.		

<b>TCU ELECTIVE</b>	<b>Study Abroad Course Title and #</b>	<b>Dean's Office Signature (p.1)</b>
	1.	
	2.	
	3.	
	4.	
	5.	

**\_\_\_\_\_ TOTAL # OF CREDIT HOURS INTENDING TO TAKE**

I have reviewed these courses with advisor(s), department(s) and dean(s) to verify how the above courses may be distributed in my degree plan. I understand that any course not listed above is not guaranteed to be accepted for credit.

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Dean's Office Signature for Final Approval** \_\_\_\_\_ **Date** \_\_\_\_\_

**Center for International Studies: Submit form to ensure acceptance of credits** \_\_\_\_\_ **Date** \_\_\_\_\_