

SFA Study Abroad Course Approval Form

Instructions for Students

Step 1- You are encourage to design your study abroad course plan in advance and in close consultation with your Academic Advisor.

Questions to ask your Academic Advisor: What degree requirements do I have left to complete? Are there particular requirements do you recommend I take abroad? Do I have major/minor courses that I should not complete abroad? What electives or gen-ed requirements do I have left on my plan of study that I can take abroad?

Step 2- You should fill out all appropriate sections of this form (the top portions and the far left column only) before presenting it to Admissions Coordinator (Ms. Dorinda Byley, 936-468-4023, byleydl@sfasu.edu, **please make an appointment**). The Admissions Coordinator will determine the SFA equivalencies of the courses you would like to take abroad. In addition to this form, you must also provide the Admissions Coordinator with a full course description or syllabus for each of the courses you want to take while abroad. The more information you are able to provide about the course, the better the Admissions Coordinator will be able to evaluate the course. For most courses, information is available on the program provider's or exchange university's website. If you need help finding adequate course information, contact your Study Abroad Coordinator. Since SFA cannot guarantee the availability of courses abroad or the scheduling convenience of the offered courses, you should pick several alternate courses and have them approved as well.

Step 3- Once you have the course equivalencies, visit your Academic Advisor for review and approval of the course list. Your Academic Advisor will document how the study abroad course will work for your degree plan (will it count as an elective, for your major, minor, other?).

Step 4- You are responsible for returning the completed and signed form to the Study Abroad Coordinator. **Please keep a copy of the form for your files.**

Important Notes: If your course schedule changes after you begin your program abroad and you wind up taking courses that have not been approved by your Academic Advisor, you will need to get those courses approved as soon as possible. You can do this by communicating with your advisor and with the Study Abroad Office by email. You cannot get credit for courses that have not been approved by an SFA advisor. If you have questions, please contact your Study Abroad Coordinator at 936.468.2961 or maxitie@sfasu.edu.

Students seeking federal, state, and institutional assistance should confer with the Financial Aid Office regarding aid eligibility. Please be aware that only credit hours/courses taken abroad which are required for your SFA degree plan will qualify for federal aid (which is one of the reasons this form is so important!). Please keep in mind also that you will need to submit the Study Abroad Financial Aid Forms to the Financial Aid Office or they will not release any funds.

Students will earn **transfer** credits from the courses taken at the school abroad and will not count as SFA residence hours nor do they count in the SFA GPA.

Students must maintain full-time status while studying abroad for a semester or academic year (equivalent of at least 12 U.S. credits each spring or fall semester). If a student does not maintain full-time status and receives financial aid to support their term abroad, they may be required to repay some or their entire aid award. Students will be subject to the academic rules of their host institution or program overseas. Students must stick to their withdrawal, add, and drop deadlines - SFA deadlines do not apply in these cases. **For seniors, graduation may be delayed if a degree audit is not done before studying abroad. Graduation may be delayed until the overseas transcript is received by SFA. Transcripts may take 10 - 15 weeks to arrive.**

Instructions for Advisors

This student is coming to you to seek departmental approval for a course(s) he/she will be taking while a participant on a Study Abroad program.

What the student is asking you to do is review the course equivalencies determined by the SFA Admissions Coordinator and determine if the courses will count as part of the student's University core curriculum, major requirements, minor requirements or electives.

Before departure, the SFA study abroad coordinator will request the Registrar's Office to enroll the student enrollment in a study abroad placeholder course. The number of credits associated with this placeholder will correspond with the number of credits indicated in this form. This placeholder class allows Financial Aid to disburse and keep student's status active while he/she is studying abroad.

An **incomplete grade (KH)** will be posted to the student's SFA placeholder after the study abroad term. Upon receipt of the study abroad official transcript, the actual courses and grades earned will be posted to the SFA record and the study abroad placeholder grade will change from "KH" to "K". **The credit awarding process can take up to one full semester after the student returns to SFA.** If a transcript is not received, the incomplete grade will automatically change to an "F" after 180 days.

Please keep in mind that:

- The credits earned with the study abroad courses are all **transfer credits** from the school abroad and will not count as SFA residence hours nor do they count in the SFA GPA, please check in-residence requirements.
- Transfer credits will be converted to semester hours based on the current conversion policy; and grades will be assessed based on the host school's grading scale.
- Most courses will be transferring as enbloc credit and need the advisor's approval for substitutions. The course level is very hard to determine, so unless otherwise specified, most study abroad credit will be treated as lower level or non-advanced credit.
- Students may study abroad in their senior year. However, students should ensure through careful consultation with you that such study does not result in an unanticipated delay of graduation. Furthermore, transcripts from abroad, may take 10 - 15 weeks to arrive. Please be aware that this delay will affect the student's graduation time if he/she studies abroad during his/her last semester as a senior.
- Students must maintain full-time status while studying abroad for a semester or academic year (equivalent of at least 12 U.S. credits each spring or fall semester).

If you have questions, please contact the Study Abroad Coordinator at 936.468.2961 or maxitie@sfasu.edu.

Instructions for the Department Chairs and Deans

This student is currently completing the documents required to participate in a study abroad program. The student requests the approval of their study abroad course (s). Please review the proposed course load abroad and equivalencies and provide signature approval based on the information provided.

In-Residence Requirement

Only courses offered by Stephen F. Austin State University will be counted toward the in-residence requirement.

Undergraduate Degree

Programs require a minimum of 42 semester hours in-residence, of which 36 hours must be advanced work (300-400 level). **First majors** must include at least 18 hours of advanced work, of which at least **12 hours must be advanced work completed in-residence.** **Minors** consist of 18 - 24 semester hours, of which generally at least nine hours must be advanced work and **six of which must be completed in-residence.**

SFA Study Abroad Course Approval Form

Name: _____ SFA ID: _____ SFA E-mail: _____ Anticipated Graduation Date: _____

SA Program: _____ Host Institution: _____ Term Abroad: _____

Study Abroad Course (subject abbrev./number/title) <small>Ex: MC 4376 Regulating Media and Communication</small>	Equivalent SFA Course	Number of transfer credits	Requirement Filled
			<input type="checkbox"/> major <input type="checkbox"/> minor <input type="checkbox"/> other <input type="checkbox"/> electives
			<input type="checkbox"/> major <input type="checkbox"/> minor <input type="checkbox"/> other <input type="checkbox"/> electives
			<input type="checkbox"/> major <input type="checkbox"/> minor <input type="checkbox"/> other <input type="checkbox"/> electives
			<input type="checkbox"/> major <input type="checkbox"/> minor <input type="checkbox"/> other <input type="checkbox"/> electives
			<input type="checkbox"/> major <input type="checkbox"/> minor <input type="checkbox"/> other <input type="checkbox"/> electives
			<input type="checkbox"/> major <input type="checkbox"/> minor <input type="checkbox"/> other <input type="checkbox"/> electives
			<input type="checkbox"/> major <input type="checkbox"/> minor <input type="checkbox"/> other <input type="checkbox"/> electives
			<input type="checkbox"/> major <input type="checkbox"/> minor <input type="checkbox"/> other <input type="checkbox"/> electives
			<input type="checkbox"/> major <input type="checkbox"/> minor <input type="checkbox"/> other <input type="checkbox"/> electives

Total number of credits you plan to transfer	
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I understand the instructions provided and agree to contact the approvers below and my study abroad coordinator should I enroll into courses that are not listed above or should I change the number of credits I plan to transfer to SFA. I also understand that failure to do so may require paying back Financial Aid funding, as well as possible transfer credit issues.

Student Signature _____ Date _____

Acknowledgements:

I acknowledge that I have examined the course content of the overseas course (s) the student wishes to take abroad and have determined the appropriate SFA course equivalent (s) listed above.

Admissions Coordinator _____ **Date** _____
Name in Print Signature

I acknowledge that I have examined the course content of the overseas course (s) the student wishes to take abroad and have approved the appropriate SFA course equivalent (s) listed above.

Academic Advisor _____ **Date** _____
Name in Print Signature

Department Chair _____ **Date** _____
Name in Print Signature

Department Dean _____ **Date** _____
Name in Print Signature

<p>Academic Advisor/Department Chair/Dean comments:</p> <hr/> <hr/> <hr/>
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