



STUDY ABROAD COURSE APPROVAL FORM

Without this form on file with the Registrar prior to departure, there is no guarantee that the courses or credits you take while abroad will be accepted by Elmira College. Please allow at least 4 weeks for this process.

Notes to Consider

- After this form has been submitted, any changes to pre-approved coursework must be approved in writing and a supplementary approval form with the new classes must be submitted.
- All pre-approved courses taken abroad appear on the Elmira College transcript with transfer credit upon receiving an official transcript. Credit is earned for approved courses that are passed with a grade of C- or above.
- The grades from a study abroad program are not included in the calculation of the Elmira College grade point average (GPA).
- Transfer credit limits: Students can transfer in a total of 68 credits. If your study abroad program will put you over these limits, please let the Study Abroad and Registrar office know right away.
- Official transcripts must be received within six months of the completion of the coursework directly from the institution abroad to the Office of the Registrar, Elmira College, One Park Place, Elmira, NY 14901. Unofficial transcripts, including official copies handled by the student, are not acceptable.
- Credit systems around the world vary, and final conversions are calculated by Study Abroad in consultation with the Office of the Registrar. As an example, a common method of indicating credit internationally is the European Credit Transfer System; one ECTS credit has been determined to equal 0.6 semester credit hours at EC; this means that a successful credit load abroad of 30 ECTS credits will be listed as 18 Elmira College credits.
- Financial aid regulations mandate a minimum successful enrollment in, and completion of, the equivalent of 12 U.S. credits per semester. Upon approval of this form, you will be registered for a placeholder course.
- EC residency credit requirement: Undergraduate students must complete at least 30 credit hours in residence at Elmira College. "In residence" means courses offered by Elmira College on campus, at an extension site, or through distance education. All students must complete their final 30 semester credit hours in residence. (Students who have met the 30 hour residency requirement and who are approved for study abroad in the second to last semester before graduation are exempt from the requirement to be in residence for the final 30 credit hours, but must be in residence in the final semester.
- Residential students must contact Residence Life before submitting form.

Instructions

1. Please print clearly or fill out electronically.
2. Fill in the "Courses to be Taken Abroad" section, adding extra rows to include all the classes you might want to take. It is strongly recommended that you list several alternates so that you have some back-ups pre-approved if needed.
3. Attach the corresponding course syllabi/descriptions for all the courses you listed.
4. Submit the form along with all the supporting documentation to the Study Abroad office. Study Abroad and the Registrar will take care of having the classes evaluated for their EC equivalents. Once this process is complete, you'll be notified and provided with a copy of the form for your records.

Course(s) to be Taken Abroad (completed by student)			Credit and Level (completed by student)			Equivalent EC Course or Degree Requirement (completed by Study Abroad or Registrar)		
Course #	Course Title	Credit	Credit Type	Level	EC Credit	EC Course	EC Course Title / EC Degree Requirement	
ID#	Student Name (last, first, middle initial)					EC Major		Campus Resident or Commuter
Term Abroad	Institution Abroad Name and Address:							

Student's Signature: _____ Date _____

Advisor's Approval: _____ Date _____

Study Abroad Approval: _____ Date _____

Registrar Approval: _____ Date _____

Internal Office Use Only	
Rec'd Date:	_____
Registered for:	_____
Copies to:	<input type="checkbox"/> Study Abroad <input type="checkbox"/> Academic Advisor <input type="checkbox"/> Registrar/Student's File <input type="checkbox"/> Residence Life