



# Course Approval Form for Education Abroad/NSE

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Last Name \_\_\_\_\_ Phone \_\_\_\_\_

Student ID \_\_\_\_\_ Major \_\_\_\_\_ Advisor \_\_\_\_\_

Study Location/Institution \_\_\_\_\_ Term (complete one per form) \_\_\_\_\_

By signing this form, you agree to take the number and type of courses required by your student status (undergraduate or graduate) during the academic term of your participation (summer or semester) and that the courses will meet your degree requirements. Failure to do so could result in repayment of aid. Remember, if you are seeking federal financial aid, you must submit a FAFSA (Boise State's school code is 001616).

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

## Course Information

Host Institution Courses <i>(e.g., FS 5002 Corporate Finance)</i>	Credits <i>(e.g., 15)</i>	Boise State Courses <i>(e.g., FINAN 303 Principles of Finance)</i>	Credits <i>(e.g., 3)</i>	Chair Print Name and Sign

### STUDENTS DO NOT FILL OUT THIS SECTION-OFFICIAL USE ONLY

**Program**

- Study Abroad
- NSE
- Other

**Payment Plan**

- Pay Host
- Pay Boise State

**Place Holder Type**

- USAC
- Direct

**Credits**

\_\_\_\_\_

Global Learning Signature (print name and sign) \_\_\_\_\_

Date \_\_\_\_\_

Registrar's Office Signature (print name and sign) \_\_\_\_\_

Date \_\_\_\_\_

Financial Aid Office Signature (print name and sign) \_\_\_\_\_

Date \_\_\_\_\_

## INSTRUCTIONS FOR APPROVAL FOR COURSEWORK COMPLETED ON STUDY ABROAD OR EXCHANGE

### TO THE STUDENT

Students should speak to their academic advisor in the early stages of the planning process to discuss remaining requirements and their study abroad/exchange course plan.

- 1) List the courses you plan to take from your host institution or program. Include the number of hours or local credit amounts listed in the course description. **The total number of courses listed must be equivalent to at least 12 or more semester credits at Boise State.** Listing additional courses is strongly suggested. Course offerings often change upon a student's arrival to the host institution.
- 2) Determine if proposed courses are pre-approved in the GL course finder.
- 3) Bring the course list and course syllabi/descriptions to appropriate department chairs/signing authority to assign and to approve Boise State course credits for courses not listed in the GL course finder.
- 4) All completed course approval forms must be submitted to GL by the deadlines below. Students may not receive credit for foreign study undertaken without prior planning or approval. Failure to submit the Course Approval form will delay the posting of courses after your study abroad program and could also result in delays in graduation, registration for future terms, and release of financial aid.

#### Financial aid policies

Failure to enroll in the number and type of courses required by your student status and the academic term of your program (summer or semester) may result in repayment of aid.

#### Grading and repeat policies

All education abroad and exchange courses are assigned letter grades and will be calculated into your GPA. Be advised that pass/fail credits might not apply toward your degree requirements.

Be aware that Boise State only allows students to repeat a total of six courses during their degree program. If, during your study abroad or exchange program, you choose to repeat a course you have already taken at Boise State, it will count towards the total allowed repeats.

#### Deadlines for the Course Approval Form

For spring participation	November 1
For summer participation	April 5
For fall participation	May 1

### TO DEPARTMENT CHAIRS

- Thank you for your support of study abroad. You play an essential role in the process of posting credit from the study abroad/NSE experience.
- Students are responsible for providing syllabi/course descriptions to you for your review and if needed, supplying further documentation of course work completed overseas (syllabi, texts, etc.)
- If there is not a specific Boise State course equivalent, one solution is to list the course with the university wide course numbers for study abroad (239 or 439), the course pre-fix from your department. These course numbers denote lower or upper division foreign study credit.
- Once this form has been completed, please return it to the student.
- When appropriate, please consider noting "CF" on the course. CF approvals will be entered into the Course Finder database which will allow other study abroad students to receive credit for the same course taken at the same international institution in the future without required departmental signature.

#### CREDIT EQUIVALENCY EXAMPLES

- 1) Two or more courses can be combined to earn equivalent credit when appropriate and with approval of the Chair.

**Example of Course Abroad:** German Marketing 3 ECTS (1.5 Boise State credits) + European Marketing 3 ECTS (1.5 Boise State credits) = Equivalent: MKT XXXX 3 credits

- 2) If it isn't possible to award major elective credit, then Global Learning can post the extra credit(s) with university wide course numbers (239/439).

**Example of Course Abroad:** Spanish World Today 3 USAC credits (3 Boise State credits) = SPANISH 439: Foreign Study: Spanish World Today

Please contact Global Learning with questions (208) 426-2630.