EDUCATION ABROAD CREDIT APPROVAL GUIDELINES

BEFORE YOU GO

1. In order to receive credit, the student must attend an approved study abroad program. Programs not affiliated with CUA must be pre-approved before a CUA student participates. Prior approval of course equivalencies must be obtained.
2. It is the student's responsibility to ensure that the intended courses fit into his or her degree program on the CUA tracking sheet.
3. Students may not duplicate coursework (especially language levels) already completed at CUA.
4. Students must submit the appropriate approval forms with all the required signatures. No transactions will be conducted over the phone.
5. Each course must carry at least 3 semester credits or 4.5 quarter hours and have a minimum of 40 contact hours. Transfer credit will not be granted for on-line or distance learning courses.
6. Courses must be taken for a letter grade and receive a passing grade of C or higher in each course. Pass/ fail or audited courses will not be accepted.
7. Courses taken abroad will be considered transfer credit and grades will not be included in the G.P.A. Credits – but not grades - will be recorded on the CUA transcript.
   EXCEPTION: CUA courses taught in Rome, London, or earned through CUA faculty-led programs will be recorded as graded credit and will be included in the G.P.A.
8. Only two (2) courses may be transferred per summer from a non-CUA program. Summer sessions must be at least 3 weeks in length / at least 5 weeks long if two courses are taken in one session.
9. Students with two semesters or less to graduate after the program ends must make an appointment with their advisor and the Dean's office to discuss their graduation plan before leaving CUA.
10. Due to Family Educational Right & Privacy Act (FERPA) regulations, information will only be released to the student.
11. The granting of credit is dependent upon successful completion. Any changes in course selection must be pre-approved by the appropriate CUA official(s).
12. Deadline to submit a request for credit approval is the same as program application deadlines (October 1 and March 1 for most programs).

Final decisions regarding the application of credit toward CUA degree requirements will be made only after the student returns from abroad and records/transcripts have been evaluated by CUA faculty. Students are required to bring back course syllabi and papers for all courses.

AFTER ACCEPTANCE, drop any on-campus CUA enrollment (classes) for the term abroad. Follow CUAbroad instructions in how to enroll for your term abroad.

WHILE ABROAD
Changes to initial course selection (new course evaluation) must be pre-approved by the appropriate CUA official(s). Proposed changes can be approved by emailing CUAbroad cua-cuabroad@cua.edu and the Transfer Coordinator (Ms. Martha Krichbaum, Arts & Sciences) Provide the course description and/or syllabus along with your request.

Submit the final list of actual courses – including any changes – as soon as possible at the end of the enrollment period abroad.

UPON RETURN Student must arrange for an official transcript sent directly to CUAbroad.

I have discussed my academic plans abroad with my CUA advisor and have familiarized myself with all requirements for my degree and major. It is my responsibility to enroll in the appropriate courses at the foreign institution. I have read and I understand the above policies regarding the transfer of courses to CUA. (Keep a copy for your records.)

Print Full Name (as it appears in the passport) __________________________ CUA ID __________________________

Student’s Signature __________________________ Date __________________________
Arts & Sciences Education Abroad Academic Approval Checklist

(Allow at least two weeks for this process.)

Before you apply for education abroad, you should discuss it with your academic advisor. Hopefully, you’ve been planning for this all along!

1) Make an appointment with Bridget Sheridan in Arts & Sciences to complete an audit of your degree progress, and to complete the “Education Abroad Academic Eligibility” form. Discuss your eligibility to study abroad, and the distribution areas you should be trying to fill while abroad.

2) Carefully read and sign the “CUA Education Abroad Credit Approval Guidelines” on the back of this sheet.

3) Complete your student and program information on the front of the “CUA Education Abroad Credit Approval Form.” Choose no fewer than 5 courses and at least as many alternative (back-up) courses you’d like to take, and fill in the left-hand columns on the back of the “CUA Education Abroad Credit Approval Form.”

4) Submit the “CUA Education Abroad Credit Approval Form” to the Transfer Coordinator, in 107 McMahon. You may need to provide syllabi or detailed course descriptions.

5) When you are notified to pick up your credit approval form, discuss the course evaluation results with the Transfer Coordinator, and where the courses would fit in your degree progress.

6) Take your form to the Departmental Advising Coordinator for your major department for their approval; discuss your proposed program of courses and the courses you should take upon your return to CUA (since registration will occur while you are abroad).

   If you hope to have any of the courses fulfill requirements for a minor, take the completed form to that Departmental Advising Coordinator for approval, as well.

8) Return the signed form to the Transfer Coordinator for final review and to receive copy of the signed form.

9) Submit completed form to the Center for Global Education.

If you have any questions, please speak with and speak with Ms. Martha Krichbaum in the Undergraduate Dean’s Office of the School of Arts & Sciences, 107 McMahon Hall. You can also email her at krichbaum@cua.edu.