

LEHIGH STUDY ABROAD OFFICE
Application for Course Approval – Semester (Fall/Spring) only

Student's name (print) _____	Lehigh Identification Number _____
College(s) _____	Major(s) _____
Study Abroad Host University / Program _____	Minor(s) _____
	Term Abroad _____

Step 1 ***Note: This form is due NOVEMBER 15 / APRIL 26 to the Study Abroad Office (see reverse side for instructions)**
 Contact the Study Abroad Office if you have difficulty with this deadline

1. Course Title & No.: _____	Credit listed: _____
Lehigh Equivalent: _____	Lehigh credit: _____
Is this course for: <input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Department Approval Required	
Dept. Approval (print): _____	Dept. Approval (signature): _____
Other: <input type="checkbox"/> Humanities <input type="checkbox"/> Social Science <input type="checkbox"/> Natural Science Study Abroad Office confirmed in Course Database (initial) _____	

2. Course Title & No.: _____	Credit listed: _____
Lehigh Equivalent: _____	Lehigh credit: _____
Is this course for: <input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Department Approval Required	
Dept. Approval (print): _____	Dept. Approval (signature): _____
Other: <input type="checkbox"/> Humanities <input type="checkbox"/> Social Science <input type="checkbox"/> Natural Science Study Abroad Office confirmed in Course Database (initial) _____	

3. Course Title & No.: _____	Credit listed: _____
Lehigh Equivalent: _____	Lehigh credit: _____
Is this course for: <input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Department Approval Required	
Dept. Approval (print): _____	Dept. Approval (signature): _____
Other: <input type="checkbox"/> Humanities <input type="checkbox"/> Social Science <input type="checkbox"/> Natural Science Study Abroad Office confirmed in Course Database (initial) _____	

4. Course Title & No.: _____	Credit listed: _____
Lehigh Equivalent: _____	Lehigh credit: _____
Is this course for: <input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Department Approval Required	
Dept. Approval (print): _____	Dept. Approval (signature): _____
Other: <input type="checkbox"/> Humanities <input type="checkbox"/> Social Science <input type="checkbox"/> Natural Science Study Abroad Office confirmed in Course Database (initial) _____	

Step 2 **Student's Academic Advisor Approval**
 ** If two or more course approval forms are being used, all must be signed by the Academic Advisor. **
I have looked over the courses listed above and I approve the student's choice of courses and participation in this study abroad program.

 Faculty Advisor (please print) _____ Faculty Advisor (signature) _____ Date

Step 3 **Student Signature:** *I have read the instructions and understand the policies (as written on the back of this form) for obtaining credit for study abroad.*

 Student Signature _____ Date

Step 4 **Study Abroad Office Approval:** *The above named student is attending a study abroad program reviewed and approved by the Lehigh Study Abroad office.*

 Signature of Advisor, Study Abroad Office _____ Date

Student Instructions:

1. Meet with your academic advisor to review your course selection and discuss how these courses fit in with your major/minor/graduation requirements; your major advisor must approve and sign this form after it is complete.
2. To get your courses approved, make an appointment to meet with your study abroad advisor. The two of you will go over your courses in the Study Abroad Course Database to see which humanities, social science, and natural science courses have previously been approved by departments for credit. Your study abroad advisor will sign off on those courses for you.
3. If you are taking courses for major or minor credit or if the courses you are planning on taking have not previously been approved for transfer credit by the relevant academic department, you will then make an appointment with the department chair to discuss those courses.
4. Please make sure all signatures are obtained and that you read/sign this form and turn in to the Study Abroad Office when complete.

Department Chair Instructions:

Please review the course syllabi provided by the student to determine if the course the student expects to take abroad is appropriate for credit at Lehigh University. If the course syllabi does not reflect appropriate academic rigor expected for Lehigh University, you should not approve such a course. If the course is not sufficiently equivalent to the content of a specific Lehigh course, you may choose to use a "special topics" or "independent study" course approval. A student may receive credit for a given course only once in a term. The department may recommend the number of credits the abroad course is equivalent to, however, the Lehigh University Registrar will determine the final evaluation of credit.

Student Agreement:

By signing on the front of this form, I agree to the following conditions specified below by the Lehigh Abroad office and the University Registrar:

1. All courses must be taken at an accredited institution of higher education (that is accredited by one of the six regional associations).
2. It is the student's responsibility to get ALL COURSES approved before taking them.
3. I must enroll in at least 12 credits (and fulltime status as prescribed by host institution) while abroad.
4. I will receive a maximum of 16 credits for a semester of study abroad, unless advanced approval is obtained from the SOS committee and the Lehigh Abroad Faculty Policy Committee.
5. I must take all courses abroad for a letter grade. Pass/fail courses will NOT be accepted for Lehigh credit.
6. I must earn a "C" (2.0) or better to receive credit for a course at Lehigh.
7. The Lehigh equivalent course title and the credit hours will appear on my Lehigh transcript.
8. Grades will not be posted on my Lehigh transcript, nor be figured into my cumulative GPA.
9. Study abroad courses may not be used to delete a prior "D" or "F" from a student's cumulative GPA at Lehigh.
10. Students may receive credit at Lehigh equivalent to that which was granted as indicated on the host institution's transcript up to the number of credits for the equivalent course at Lehigh. Courses taken on the quarter system will have credit granted on a 3 to 2 ratio.
11. No credit will be granted for a course in which the student has already received credit for its equivalent at Lehigh.
12. No credit will be granted for continuing education units courses, correspondence, independent study, without advanced permission of the Standing of Student's Committee.
13. The Lehigh University Registrar makes final approval of course credit hours after receipt of an official transcript.
14. It is my responsibility to request an official transcript of my completed study abroad coursework be sent to Lehigh University, **Office of the Registrar, 27 Memorial Drive West, Bethlehem, PA 18015**