

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 Alfred University.

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 Alfred University transcript with a grade of CR (credit earned) or NC (no credit earned). Credit is earned for approved courses that are passed with a grade of C or above.
- The CR/NC grades from a study abroad program are not included in the calculation of the Alfred University grade point average (GPA).
 - If the transfer course repeats work previously passed at AU, credit for the course will not be transferred and it has no effect on the AU GPA in any way.
 - If the transfer course repeats work previously failed at AU, the transfer credit only will be added to the record, but this does not affect the GPA. (A grade earned at Alfred University remains in the GPA unless repeated at AU.)
- Transfer credit limits: Students can transfer in a total of 75 credits if you were admitted before Fall 2024, or 90 credits if you were admitted in Fall 2024 or later. If your study abroad program will put you over these limits, please let the Education Abroad 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: Registrar, Alfred University, One Saxon Drive, Alfred, NY14802. Unofficial transcripts, including official copies handled by the student, are not acceptable.
- Credit systems around the world vary, and final conversions are calculated by Education 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 AU; this means that a successful credit load abroad of 30 ECTS credits will be listed as 18 Alfred University credits.
- Financial aid regulations mandate a minimum successful enrollment in, and completion of, the equivalent of 12 U.S. credits per semester.
- AU residency credit requirement: Undergraduate students must complete at least 45 credit hours in residence at Alfred University. "In residence" means courses offered by Alfred University 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 45 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.

Instructions

1. 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.
2. Attach the corresponding course syllabi/descriptions for all the courses you listed.
3. Submit the form along with all the supporting documentation. Education Abroad will take care of having the classes evaluated for their AU 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 EA)			Equivalent AU Course or Degree Requirement (completed by division chair or faculty instructor)		
Course# ¹	Course Title ¹	Credits ¹	Credit Type	Level (LD/UD)	AU Credit Hours	AU Course No.	AU Course Title / AU Degree Requirement	Faculty name and signature

ID#	Name (last, first, middle initial)	AU College/School	Term Abroad
University or Program Abroad		Program Type (check one): <input type="checkbox"/> ISEP Exchange <input type="checkbox"/> ISEP Direct <input type="checkbox"/> Approved Study Abroad Organization <input type="checkbox"/> Partner university / bilateral exchange program <input type="checkbox"/> AU Faculty-Led Study Abroad Program	

Student's Signature	Date
Advisor's Approval	Date
Education Abroad	Date
EA - For seniors, initial to verify that the credit hour residency requirement has been met	Date
Office of the Dean	Date

<i>Internal Office Use Only</i>	
Rec'd Date	_____
Copies to:	<input type="checkbox"/> Education Abroad <input type="checkbox"/> Academic Advisor <input type="checkbox"/> Registrar/Student's File
LC & JVM 3/2017	