Credit Course Approval Form

You are required to complete a Credit Course Approval Form to determine exactly what credit your courses abroad will earn. This process is completed through meeting with your Academic Advisor. Anna Maria College cannot guarantee credit without a completed Credit Course Approval Form listing each class taken while abroad. This form certifies that you, the appropriate department representatives, and your academic dean are informed of your study abroad plans. No department is obligated to accept credit earned abroad toward a student's major or minor.

Name: _____

Last *First* *Middle*

Student ID #: _____ **Email:** _____

Study Abroad Program: _____ **Term:** _____

Study Abroad Country/City: _____

Institution Abroad: _____

Term(s): ☐SUMMER ☐FALL ☐SPRING ☐ACADEMIC YEAR (FALL& SPRING)

REMINDERS/NOTES:

- You must be enrolled as a FULL-TIME student while you are abroad. For the semester this means at least 12 credit hours; summer programs often require 6 hours/credits per session. If your program requires more hours/credits than Anna Maria College to be considered FULL TIME then you must take the specified number of hours/credits during your term abroad.
- All courses taken abroad count toward your overall GPA.
- If you change courses while abroad after the Course Approval Form is submitted you must notify your academic advisor as soon as possible.
- All transcripts should be sent to Anna Maria College, Attention Registrar's Office, 50 Sunset Lane, Paxton, MA 01612. The study abroad coordinator is not responsible for requesting student transcripts. The Registrar's Office will be unable to accept transfer credits from abroad institution until an official transcript arrives directly from the institution abroad. Copies from students are not accepted as official transcripts.
- Grades are posted to your Anna Maria College transcript after an official transcript is received from the abroad program and all courses have been approved.

COURSE APPROVAL REMINDERS / NOTES:

- Research course offerings of the foreign institution and prepare a list of desired course titles. It is best to select more courses than you plan to take so that you have alternatives.
- Take the Course Approval Form, along with descriptions of all courses and a copy of your transcript, to your academic advisor for an academic assessment.

Credit Course Approval Form

- Make (3) copies of your Course Approval Form. One for your academic advisor, one for the study abroad coordinator, and one for yourself to take with you once you're abroad.

TO THE ACADEMIC ADVISOR

The student submitting this form is taking credit abroad as the student's academic advisor we ask that you aid the student in selecting courses to take abroad. The student should provide you with descriptions of each course they plan to take and these descriptions should be attached to the Course Approval Form.

If you have any questions about this form or any other process related to study abroad, please feel free to contact the study abroad coordinator at (508)849-3396 or swilliams@annamaria.edu.

COURSE NUMBER	COURSE NAME	WILL TRANSFER BACK AS:	NUMBER OF CREDITS
1.)			
2.)			
3.)			
4.)			
5.)			
6.)			
7.)			
8.)			
9.)			
10.)			

Student Signature **Date**

Academic Advisor Signature **Date**

Academic Dean Signature **Date**