

## **COURSE PROPOSAL FOR STUDY ABROAD INSTRUCTIONS**

In order to register you at SIUE for your study abroad program, the following “**Course Proposal for Study Abroad**” form must be completed and returned to the SIUE Study Abroad Coordinator. This form certifies that your department is aware of, and approves of, your decision to study abroad, your proposed study abroad courses, and SIUE course equivalencies. It also assures that you understand the parameters that courses taken abroad must meet in order to fulfill specific SIUE degree requirements.

### **FOLLOW THESE STEPS:**

1. **Compile a Course List and Get Course Descriptions:** Make an appointment to meet with the Study Abroad Coordinator, who will show you where to locate course information for your study abroad program. Using available resources (web sites, catalogs, course lists, etc.) compile a list of courses you would like to take. Print out course descriptions for the courses on your list. Make sure to list more courses than you plan on taking during your time abroad to ensure maximum flexibility when scheduling your courses at the overseas college/university.
2. **Determine Potential SIUE Course Equivalencies:** With assistance from Study Abroad Coordinator, determine potential SIUE course equivalencies. The Study Abroad Coordinator will help you determine potential SIUE course equivalencies by using past approved equivalencies (if available), by comparing study abroad course descriptions/syllabi to SIUE course descriptions, and/or through consultation with the relevant SIUE department. Academic departments make final decisions on study abroad course equivalencies.
3. **Pick up your form:** The Study Abroad Coordinator will seek approval on your proposed study abroad courses from the International Programs Director. Both the Study Abroad Coordinator and the International Programs Director will sign and date the form, make a copy to put in your file, and contact you when the form is ready for you to pick up.
4. **Meet with the Relevant Academic Advisor:** Meet with your (major) Academic Advisor to discuss your study abroad program and the course choices you have made. If you will take courses abroad that will apply toward a minor or second major, you will be required to meet with and see approval from advisors in these departments as well. If all courses you propose to take abroad will meet general education requirements only, you will only need to meet with your general advisor in Academic Advising. The Study Abroad Coordinator will help you determine the faculty advisors with whom you will be required to meet. Some departments also require approval from the Chair of the department. Your Academic Advisor(s) will let you know what, if any, additional materials, such as syllabi, copies of examinations, copies of term papers, etc, may be needed in order to determine how credit from courses taken abroad will be applied to your SIUE degree. Your advisor(s) will sign and date the “Course Proposal for Study Abroad” and should make a copy to put in your file.
5. **Submit Completed Form to the Study Abroad Coordinator:** Turn in the original “Course Proposal for Study Abroad” form with course descriptions still attached to the Study Abroad Office. This form will allow the Study Abroad Coordinator to register you appropriately for study abroad (“SAB” or “DEX” sections of SIUE courses)\* at SIUE once you have been accepted to your program and paid the \$150 SIUE Study Abroad Fee. This form will be used to award SIUE credit and grades for study abroad courses once the transcript is received from the foreign institution. The Study Abroad Coordinator will provide you with a copy of your form. You should take a copy of this form with you abroad.

6. **Once Abroad Contact Study Abroad Coordinator to Confirm Final Course Enrollment:** It is **your** responsibility to contact the Study Abroad Coordinator after confirming final course enrollment at the study abroad institution by the semester deadlines listed below. The Study Abroad Coordinator will work with the Office of the Registrar at SIUE to enroll you in the appropriate pre-approved SIUE course equivalencies in place of the “SAB” hours prior to the end of the term at SIUE.

**Fall Deadline: November 15**  
**Spring Deadline: April 1**  
**Summer Deadline: July 15**

#### **POLICIES:**

- If you enroll in any courses abroad that are not listed on the “Course Proposal for Study Abroad,” it is **your** responsibility to contact the Study Abroad Coordinator and the relevant academic advisor to obtain equivalencies and approval for any courses not listed on the pre-approved “Course Proposal for Study Abroad” form. If you fail to do so or if the Academic Advisor or does not approve the new course, SIUE credit cannot be awarded for the new course.
- Students must maintain fulltime status while abroad (minimum 12 SIUE credits per semester). No more than 18 and no less than 12 credit hours will be approved per semester for degree seeking students; for summer term, no more than 12 credits will be approved. A student may earn up to 45 credit hours from study abroad coursework.
- Overseas universities often do not issue transcripts until 6 -12 months after the program ends. This delay may have implications for graduation and/or financial aid for the semesters after you return. If you have concerns, you should talk with the study abroad coordinator about your specific situation and program.
- Upon receipt of the foreign transcript, SIUE credit and grades will be posted to a student’s academic record. The transcript will indicate: “The following credit was awarded for study abroad at *study abroad institution in city, country.*” Letter grades are awarded for all SIUE credit for study abroad and these grades are factored into the GPA.
- It is your responsibility to arrange to have official transcripts of work completed abroad sent directly to: **Office of Study Abroad, Southern Illinois University Edwardsville, 2053 Morris University Center, Campus Box 1159, Edwardsville, IL 62026-1159, U.S.A.** It is the student’s responsibility to ensure that the SIUE Study Abroad Office receives the transcript.
- For any disputed grades earned abroad or appropriate SIUE course equivalencies, the student must provide the relevant Academic Department with the following: course title and description, syllabus, reading list, exams and term papers. It is in the best interest of the student to bring back all coursework from abroad.

\* SAB signifies “Study Abroad”; “DEX” is the section # used to signify that the course is taken at a direct exchange partner institution.