



### **To Academic Advisors:**

The course list provided by the student—on the reverse side of this form—is a *proposed* course of study based on the best information available at the time of completion. Please review the courses and, to the best of your ability, determine the equivalent credits at SCSU. The education abroad courses may meet major, minor, LEP, or electives credits. If you need more information (such as a course description or syllabi), please contact the SCSU Education Abroad Office and we will seek to obtain further course information.

Advisors should be aware that students may change some or all of their courses after arrival at their host institution. It is the student's responsibility to contact their advisor to seek approval for any courses not listed on the *Academic Approval Form*. Failure to seek approval for a given course or courses does not disqualify the student from receiving credit, but the application of that credit to the student's degree program cannot be guaranteed and will need to be evaluated after the Education Abroad Office has received the official transcript.

### **IMPORTANT INFORMATION FOR WHEN STUDENTS RETURN TO CAMPUS:**

The Education Abroad Office will receive the official transcript between 2 – 4 months after the end of the student's semester abroad. Once the Education Abroad Office has the official transcript, the courses will be evaluated. Students and their advisors will get an email regarding steps that may be required to move forward and a copy of this form and the transcript.

- If the courses on the transcript match the courses on the *Academic Approval Form*, and no changes are requested, the signed *Academic Approval Form* will constitute an agreement between the student and their academic advisor or major/minor sponsoring department that the courses listed will, upon successful completion, be applied to the student's degree program in the manner specified for each course.
- If there are newly-listed courses on the student's transcript, students will need to get advisor approval for the new courses to apply to the student's record.
  - ❖ For any new courses, students will need to work with their academic advisor to complete the Program Change Application form found here: <https://scsu.mn/2Ug6HSy>
  - ❖ This is the form that the academic advisor will use to submit exceptions and approvals related to the degree audit.

**For SCSU students on provider programs or students from other institutions:** *The institution issuing the transcript for this program is recognized as a degree-granting institution of higher education and the credit earned on this program will be accepted for transfer. The process above will be the same for these students.*

Thank you very much for your assistance and cooperation with this process. Your participation helps to ensure the educational quality and relevance of the student's education abroad experience. If you have any questions or concerns about this process, please feel free to contact us.

Center for International Studies  
Lawrence Hall 101  
Telephone: (320) 308-0119  
E-mail: [educationabroad@stcloudstate.edu](mailto:educationabroad@stcloudstate.edu)

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