

SAMPLE

PHILADELPHIA UNIVERSITY STUDY ABROAD COURSE AUTHORIZATION

Instructions: Fully complete steps 1 through 4 and return form to the Study Abroad Office.

1. **Name:** Lee Jane S ID#: 1234567
[PRINT] Last First M.I.

Major: International Business **Expected Grad. Date:** May Aug Dec 2019
Year

Minor: Professional Communication **Present Class Level:** 0-30 31-60 61-90 90+ cr.

Local Address: 4201 Henry Ave **Local Phone:** (555) 555-5555
Philadelphia PA 19144 **Email:** leejxx@students.phila.edu

2. **I am aware that** if permission is given to take the courses listed below, I must earn a grade of at least a "C minus" or its equivalent to receive transfer credits. **I recognize that** the below courses: a) may not be offered and/or; b) may have conflicting days and times, and that additional approvals may be required in either case. **I acknowledge that credits will not transfer** if the courses studied abroad deviate from the approved courses listed below unless I have received written prior approval from Philadelphia University for such changes with a copy to the Study Abroad office. **I am responsible for** arranging for an official transcript to be sent to the Philadelphia University Study Abroad office upon completion of the semester(s) indicated above. **I am aware of** the impact these courses will have upon the graduation requirements of my major, and understand that, upon satisfactory completion of the approved study plan, I will be awarded the number of credits and equivalencies indicated in the appropriate sections below.

Student Signature: _____ **Date:** 8/31/16

3. **Study Abroad Institution:** CIEE Shanghai Shanghai, China
(Foreign Institution) (Location)

Semester Abroad: Fall Spr [Qtr: W Sp] Sum [Session: A B] **Year:** 2018

!	Course Number <small>At Foreign Institution</small>	Course Title <small>At Foreign Institution</small>	Credits <small>To Phila. U.</small>	Phila. U. Equiv. <small>ONLY ONE PER COURSE</small>	Equivalency Approval <small>Advisor (or Authorized Reviewer *)</small>
<input type="checkbox"/>	INSH 3003	Organizational Intern.	3	BUS elective	preapproved <u>AKH</u>
<input type="checkbox"/>	CHIN 1001	Beginner Chinese	3	GCIT 2xx	preapproved <u>AKH</u>
<input checked="" type="checkbox"/>	BUSI 3005	Int. Cultural Comm.	3	MGMT 315	preapproved <u>AKH</u>
<input type="checkbox"/>	SOCI 3001	Issues in Chinese Society	3	SOC 2xx	<u>AKH</u> (program director or dean)
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
ALT	EAST 3201	Chinese Film + Society	3	GDIV 2xx	preapproved <u>AKH</u>
ALT	BUSI 3002	China's macro. econ.	3	ECON 401	preapproved <u>AKH</u>
ALT					

! = Required for Participation if Marked (v) and Initialed at Left by Advisor. * If course is not on Equiv. Sheet

4. **I have discussed with this student the effect of the courses listed above** on the recommended sequence of courses and graduation requirements for this major. **I have confirmed that the student meets the application requirement of a 2.5 cumulative GPA.**

I, as academic advisor, acknowledge that the above-listed courses are **APPLICABLE** **NOT APPLICABLE** towards this student's graduation requirements, and **I have indicated the total number of approved transfer credits below.** (If these courses are not applicable towards graduation requirements, please attach an explanation to this form.)

Approved Transfer Credits. Advisor: Indicate at right the total equivalent semester credit hours you have approved (pending any equivalency approvals) for this student's proposed plan of study.

Academic Advisor Signature: _____ **Date:** 8/30/16 **APPROVED TRANSFER CREDITS:** 12

5. **Return Form to Study Abroad for Final Approval by Dean (School corresponding with student's major):**

Signature: _____ Date: _____

Reviewed by Study Abroad Office:

Signature: _____ Date: _____