



Loyola University New Orleans Course Approval Form for Study Abroad on Exchange or Non-Loyola programs

Directions: Type or write *legibly*, obtain necessary signatures *in person*, and return to CIE by the application deadline.

Last Name		First Name		CWID	
College		Major		Advisor	
Classification	Fr So Jr Sr	Expected Semester of Graduation?			
Email address				Cell Phone	

I request approval to take the course(s) listed on page 2 during the (please fill in the year for all semesters that apply)			
Fall 20	Spring 20	Academic Year 20	Summer 20
Start date of program		Ending date of program	
Name and location institution abroad			
U.S. program sponsor and U.S. addresses (if any). <i>For Loyola Exchanges, the program sponsor is Loyola.</i>			
Phone # of program sponsor		Fax #	
Total number of credits to be taken abroad			

I understand the following:

1. Courses used to fulfill program requirements **must** be approved by the Associate Dean of my College and my department chair or designated official.
2. Approval to study abroad may be cancelled if I am placed on academic or disciplinary probation, or if my GPA falls below the GPA requirements for the program.
3. All grades from any host program Study Abroad courses will appear on my Loyola transcript as Pass (P) or Fail (F)
4. It is my responsibility to understand the grading scale of the institution that I am attending because I receive my grade based on what is considered Pass or Fail *at my host institution*.
5. A grade of P does not factor into my GPA. A grade of F *does* factor into my GPA.
6. Grades and credit hours from programs without a US grade or credit scale will be converted by the staff of CIE.
7. If necessary, I will request that an official transcript from the institution attended be forwarded to CIE.
8. I understand that I must fulfill all University and college residency requirements unless I receive prior permission from my college.
9. I understand that this form must be submitted to the Center for International Education once all signatures have been obtained for final approval of my study abroad program by the **specific Loyola program deadlines**.

Student signature: _____

Date: _____

Student Name & CWID:

Directions: Submit the courses you wish to take abroad **WITH COURSE DESCRIPTIONS** to your Advisor and College for approval. It is recommended to have at least one alternate for each course you wish to take. Use an additional piece of paper if necessary. You must turn in both the courses and the course descriptions.

Host Institution Course Code	Course Title	Host Institution Credits (e.g. ECTS)	Loyola Credits	Major, Minor, Elective, Core, or other specific course equivalent
154.212	Example: New Zealand Cinema	15 NZ credits	4	Loyola Core – Creative Arts & Culture

1. _____
Advisor’s Approval (Please update DPCL with student to make sure student can graduate on time.)

2. _____
Department Chair’s Approval

3. _____
Associate Dean’s Approval (not required for the College of Business)
 *CAS students with last names A-J, Sara Clark, srclark@loyno.edu
 CAS students with last names K-Z, Veronica Aviles, aviles@loyno.edu

4. _____
Second Major or Minor Chair’s Approval (if fulfilling 2nd major or minor courses with specific equivalents or electives)

5. _____
Foreign Language Chair’s Approval (if fulfilling required credits)

6. _____
Director of Honors Program Approval (if in Honors program)

7. _____
Financial Aid (if you have federal financial aid you plan to use for your Study Abroad program)

8. _____
CIE / Study Abroad Advisor Final Approval

<i>CIE Office Use Only</i>	
Term: _____	
Section Title: _____	
Code: _____	Insurance: _____
Registration Date: _____	STABA100: _____