



Loyola University New Orleans Course Approval Form for Study Abroad, 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 While Abroad	Fr So Jr Sr	Expected Term of Graduation			
Email Address				Cell Phone	

I request approval to take the course(s) listed on page 2 during (please fill in the year for all semesters that apply)				
Fall 20	J-term 20	Spring 20	Academic Year 20	Summer 20
Start date of program			Ending date of program	
Name and location of 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				
Total number of credits to be taken abroad				

I understand the following:

1. Courses used to fulfill program requirements **must** be approved by the 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. Loyola will award letter grades for non-Loyola taught courses abroad. Grades earned in non-Loyola courses abroad will NOT count toward my GPA at Loyola. Credit for approved courses will be awarded for courses in which a C or higher is earned. Grades below a C will be recording on the Loyola transcript but will NOT be counted toward Loyola requirements.
4. I will request that an official transcript from the institution attended be forwarded to CIE.
5. I understand that I must fulfill all University and college residency requirements unless I receive prior permission from my college.
6. 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's signature: _____

Date: _____

Student Name & CWID:

Directions: List the courses you wish to take abroad, and then take this form **WITH COURSE DESCRIPTIONS** to your college for approval. Please be sure 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.

Course No. in Host Institution (if known)	Course Title	Host Institution Credits (e.g. ECTS)	Loyola Credits	Major, Minor, Elective, Core Curriculum, or 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/check degree audit with student to make sure student can graduate on time.)

2. _____
Department Chair's Approval

3. _____
Dean's Office Approval for General Electives and Loyola Core
(not required for College of Business)
CAS Students with last names A-J, Sara Clark, srclark@loyno.edu
CAS Students with last names K-Z, Edouard Crago, edcrago@loyno.edu
CAS Pre-Nursing - all students, A-Z, Nicholas Jackson, nbjackso@loyno.edu
Honors - all students, A-Z, Christina DiMaggio, cedimagg@loyno.edu
CMMN and Design majors, Laura Jayne, ljayne@loyno.edu
All other CMM majors, Carmen Balthazar, cmbaltha@loyno.edu

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

5. _____
Languages and Cultures Chair's Approval (if fulfilling required credits)

6. _____
Center for International Education Approval