

**Loyola University New Orleans**

**Request for Approval to Study Abroad on a Non-Loyola program or Exchange Program**

**PLEASE COMPLETE THIS FORM DIGITALLY. PRINT, OBTAIN SIGNATURES, AND SUBMIT TO CIE.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Last Name** |  | | **First Name** |  | **CWID** |  |
| **College** |  | | **Major** |  | **Advisor** |  |
| **Classification** | |  | | **When do you expect to graduate?** | |  |
| **Email address** | |  | | | | |
| **Cell phone** | |  | | | | |

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| --- | --- | --- | --- | --- |
| **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** **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). For Loyola Exchanges, just put Loyola.** |  | | | |
| **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 study abroad programs will appear on my Loyola transcript including Ds and Fs. Credit will only be awarded for equivalent grades of A, B, or C.
4. Grades from programs without a US grade scale will be converted by the staff of CIE. It is my responsibility to understand the grading scale of the institution that I am attending.
5. Grades from a non-Loyola study abroad program and ISEP are not factored into a student’s Loyola GPA but will appear on the transcript and in the higher education GPA. E.g., your grades may be considered when applying to graduate school.
6. Grades from Loyola exchange programs will average into a student’s cumulative Loyola GPA.
7. 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’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student Name & CWID :**

List here the courses you wish to take abroad, and then take this form and ***COURSE DESCRIPTIONS*** of the courses you wish to take abroad 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.

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| --- | --- | --- | --- | --- |
| **Course No. in Host Country** | **Course Title** | **Host Country Credits (e.g. ECTS)** | **Loyola Credits** | **Major, Minor, Elective, Common Curriculum, or specific course equivalent** |
| *154.212* | *New Zealand Cinema* | *15 credits* | *4 credits* | *Advanced Common Curriculum - Humanities* |
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**Advisor’s Approval (Please update DPCL with student to make sure student can graduate on time.)**

1. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Chair’s Approval**

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**Associate Dean’s Approval (not required for the College of Business)**

1. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Second major or Minor Chair’s Approval (needed if student wishes to take minor courses—specific equivalents or minor elec.)**

1. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Foreign Lang. Chair’s Approval if taking required courses**

1. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Director of the Honors Program Approval if applicable**

1. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Financial Aid (You must obtain this signature if you have federal financial aid and plan to use these funds to study abroad.)**

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**Signature, CIE, Mercy Rm. 301**

*Form must be turned into CIE for final approval by the appropriate deadline.*

*CIE Office Use Only*

Term: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Section Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Insurance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Registration Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ STABA100: \_\_\_\_\_\_\_\_\_\_\_