

APPROVAL FORM FOR INTENDED COURSES ABROAD

Name: _____ Student ID: _____

Term/Year: _____ City/Country: _____

Program Sponsor: _____ Host Institution: _____

Please list courses for the semester you will be abroad and include several alternate courses.

Major Courses				Minimum Grade: B
Course # and Title at Host Institution	Credit Hours (Estimated)	Equivalent HMC Course* (e.g., CSCI070 HM)	Signature of Advisor's Approval	Signature of Applicable Dept. Chair or Designee

HSA Courses				Minimum Grade: C
Course # and Title at Host Institution	Credit Hours (Estimated)	Equivalent HMC Course* (e.g., CSCI070 HM)	Signature of Advisor's Approval	

General Elective Courses				Minimum Grade: C
Course # and Title at Host Institution	Credit Hours (Estimated)	Equivalent HMC Course, if applicable*	Signature of Advisor's Approval	

Please submit completed form to the Registrar's Office, Platt Campus Center.

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*Equivalent HMC Course: If a course satisfies a specific course requirement at HMC or is equivalent to an existing course, please write the appropriate course number. Otherwise, leave it blank.

Students normally take a course load equivalent to five HMC semester courses (15-16 credit hours), regardless of whether or not they need the credits to graduate. Except under extraordinary circumstances, overloads (over 18 credit hours) will not be approved. Students should discuss course selections with both of their faculty advisors. Departmental approval is required for all courses. It is highly advised that you retain all syllabi, reading lists, copies of submitted work, including all papers and exams as a record of your academic performance abroad.

Please list courses for the semester you will be abroad and include several alternate courses. Course offerings abroad may change without notification. It is your responsibility to contact your advisor to obtain approval for any changes made after this form has been signed. Make sure to copy your study abroad advisor and the registrar's office on these changes.

Some Useful Hints:

- Credit Hours: Make sure to discuss this with your advisor and fill out the course credit hours column to avoid future confusion.
- Type of Credit: You must indicate whether this will apply towards your Major, HSA, or General Electives. An elective course taken within the major is considered major credit.
- Equivalent HMC Course: If a course satisfies a specific course requirement at HMC, please write the appropriate course number – i.e., CSCI070 HM.
- If your course is applicable towards your major, you must get an approval from the chair of the department matching the content of the course taken. For example, if you take the equivalent of MATH055, you must get the math department chair's signature even if your major is not related to math.
- Petitioning courses: Some departments require students to submit a petition for the courses they wish to take abroad. In this case, official approval for your courses abroad consists of an approved petition **and** signatures from both your major advisor and department chair.



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