

# STUDY ABROAD ACADEMIC COURSE PLAN

*Please submit to CIPA by the application deadline for your study abroad program.*

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(404) 727-224, [cipa@emory.edu](mailto:cipa@emory.edu), [www.cipa.emory.edu](http://www.cipa.emory.edu)

Student Name: \_\_\_\_\_ Email: \_\_\_\_\_

Emp ID#: \_\_\_\_\_

Name of Program: \_\_\_\_\_ Term Abroad: \_\_\_\_\_

Major(s)/Minor(s): \_\_\_\_\_

## Study Abroad Course Plan and Approval Instructions

- 1) Review the CIPA website and decide on what courses you intend to enroll in while abroad for your study abroad program. *For students in direct enrollment programs, you may not have the list of exact courses offered for the term you intend to study abroad by the time this form is due. Please select your courses based on the information available online from previous terms. CIPA advises you to identify 5-10 courses you are interested in so that you may request pre-approval for these courses, and then you may finalize your selection upon arrival to the host institution.*
- 2) Check the CIPA Blanket-Approved List to identify any courses you want to take that have been blanket approved. List any blanket approved courses that you want to enroll in on Table A on page 2 of this form. Check the [CIPA Blanket Approval Database](#)
- 3) Request approval for any additional courses you intend to enroll in that are *not* on the CIPA Blanket Approved List and/or that reside in departments on campus that do not blanket approve study abroad courses. The course must be approved by the appropriate Emory Faculty Study Abroad Representative. List the courses in Table B on page 2 of this form, and have the Faculty Representative complete the designated sections on the form *or* send the approval via email to [cipa@emory.edu](mailto:cipa@emory.edu). Check the list of [Faculty Study Abroad Representatives](#).
- 4) Obtain approval from your faculty advisor in your major department (see signature box below). **CIPA WILL NOT FINALIZE YOUR APPROVAL TO STUDY ABROAD WITHOUT THIS FORM AND THE APPROVAL OF YOUR ACADEMIC ADVISOR IN YOUR MAJOR DEPARTMENT.** CIPA advises you to declare your major prior to studying abroad, and to discuss with your advisor how courses you take abroad may or may not fulfill specific major/minor requirements.

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### Student:

I, \_\_\_\_\_ (print name), have met with my academic advisor, discussed my plans for study abroad, and intend to register for courses on page 2 of this form (which are either on the blanket approved list or are approved by the appropriate faculty study abroad representative.) I agree to the following:

- I understand that if I take courses that are NOT in the Blanket-Approved Database or have NOT been approved by the appropriate department, CIPA cannot guarantee credit upon my return; I risk not receiving credit from my term abroad, receiving failing grades for courses not properly approved, delaying course registration for the next semester, and/or possibly delaying my graduation date.
- I understand that, while abroad, I must maintain a standard full course load of classes as defined by the host institution; this will typically be equivalent to 15-16 credits at Emory. Failure to maintain a standard full load of classes will jeopardize my ability to participate on the study abroad program.
- I understand that this form *will not be used to officially enroll me in courses while abroad*. I must follow the registration instructions from my study abroad program to enroll in courses I intend to take while abroad.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### Academic Faculty Advisor:

I, \_\_\_\_\_ (print name), certify that I have met with my advisee student and support this student's application for study abroad. I have reviewed this student's study abroad academic course plan, and I approve of this student's course selections for his/her semester abroad.

Academic Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_

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Name: \_\_\_\_\_ Program: \_\_\_\_\_ Term: \_\_\_\_\_

**TABLE A:** List overseas courses and the Emory equivalents as they appear in the Blanket-Approved Database that you are interested in taking on your study abroad program. *If you want to take a course that is NOT blanket approved, please complete Table B below.*

Overseas Course Title	Emory Equivalent	OPTIONAL- to be completed by ACADEMIC ADVISOR or relevant FACULTY REPRESENTATIVE  NOTES FROM ACADEMIC DEPARTMENT (please make any notes regarding how relevant courses may or may not fulfill major/minor requirements).

**IMPORTANT DETAILS ABOUT THE BLANKET APPROVAL LIST OF COURSES:** [CIPA Blanket Approval Database](#)

- If you enroll in one of these courses, you do not need to obtain an Emory faculty signature on the course equivalence form (unless there is a special designation under the NOTES section).. This is NOT a comprehensive list of possible courses that you can take on CIPA semester programs. This is ONLY a list of blanket approved courses (based on previous courses students have enrolled in and courses that departments have agreed to blanket approve).
- This list does NOT guarantee that the courses will be offered during the semester that you enroll in the study abroad program. Each program has a separate registration process, and your CIPA Advisor will provide more details during the pre-departure orientation meeting.
- Please check with your [major/minor department](#) to verify how courses taken abroad may fulfill major/minor requirements.
- Be sure to check the *NOTES* section for any special circumstances regarding the courses.
- If you have questions about the courses offered, please contact your CIPA Advisor.

**TABLE B:** List additional courses you are interested in taking (that do NOT appear on the CIPA Blanket Approved List.) Request approval from the relevant [Faculty Study Abroad Representative](#) complete the remaining fields. Faculty approval may also be sent via email to: [cipa@emory.edu](mailto:cipa@emory.edu).

To be completed by the Student	To be completed by a Faculty Study Abroad Representative					
Overseas Course Title	Emory Equivalent	Check all that apply				Faculty Study Abroad Representative Signature (or attach any EMAIL APPROVALS to this form)
		Minor Credit	Major Credit	GER Credit	Elective Credit	

**IMPORTANT INFORMATION FOR FACULTY STUDY ABROAD REPRESENTATIVES:** This program has already been approved by the Education Abroad Committee of Emory College as meeting College standards for overall quality. We now seek departmental / program approval for specific courses that the above-named student wishes to take while studying on this program. The student is required to provide you with a detailed description and/or syllabus for the course he/she intends to take abroad. The question you must address is whether there is an Emory course offered in your discipline that is equivalent, more or less, to the course described in the attached materials. If the student is taking courses that were not approved in advance, he/she must contact the Departmental Faculty Study Abroad Representative by email or phone and ask that approval be forwarded to CIPA. Once CIPA receives the transcript from the host institution, a text box will be added to the student's transcript that reflects the course taken abroad, the Emory equivalent, and the grade. \* **WRITING REQUIREMENTS CANNOT BE FULFILLED ABROAD.**