

## TOWSON UNIVERSITY STUDY ABROAD COURSE FORM

1. Complete all shaded areas in blue or black ink    2. Meet with your Academic Advisor and have them sign this form    3. Search the [Study Abroad Course Database](#)    4. Attach print outs of courses in database to this form    5. Check USEL (for lower level general elective credit) OR obtain approvals from academic departments for courses that do not appear in the database    6. Sign

**RETURN TO THE TU STUDY ABROAD OFFICE BY DECEMBER 10 FOR MINIMESTER, SPRING, OR CALENDAR YEAR AND BY MAY 10 FOR SUMMER, FALL, OR ACADEMIC YEAR**

### TO BE COMPLETED BY THE STUDENT

Name: \_\_\_\_\_ TU Student ID#: \_\_\_\_\_ E-mail Address: \_\_\_\_\_ Major: \_\_\_\_\_  
 Name of Program/University: \_\_\_\_\_ City: \_\_\_\_\_ Country: \_\_\_\_\_  
 Term and Year of Study Abroad: Fall \_\_\_\_\_ Minimester \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_ Other: \_\_\_\_\_

### TO BE COMPLETED BY THE ACADEMIC ADVISOR

I have met with the above named student and discussed how study abroad may affect his/her degree progression at Towson University.

\_\_\_\_\_  
 Academic Advisor Name

\_\_\_\_\_  
 Academic Advisor Signature

\_\_\_\_\_  
 Date

**IMPORTANT: STUDENTS MUST LIST MORE CLASSES THAN NEEDED IN CASE OF POSSIBLE SCHEDULE CHANGES OR FAILURE TO MEET PREREQUISITES**

### TO BE COMPLETED BY THE STUDENT

Overseas Course # and Title	USEL
1. _____	<input type="checkbox"/>
2. _____	<input type="checkbox"/>
3. _____	<input type="checkbox"/>
4. _____	<input type="checkbox"/>
5. _____	<input type="checkbox"/>
6. _____	<input type="checkbox"/>
7. _____	<input type="checkbox"/>
8. _____	<input type="checkbox"/>

### TO BE COMPLETED BY RELEVANT TOWSON UNIVERSITY ACADEMIC DEPARTMENT

TU Discipline (E.g. MCOM, FIN)	TU Course # or Elective Credit (specify LD or UD)	Dept. Chair Name (please print)	Dept. Chair Initials	Standard Equation*	Notes**
_____	_____ or _____	_____	_____	Yes/No	_____
_____	_____ or _____	_____	_____	Yes/No	_____
_____	_____ or _____	_____	_____	Yes/No	_____
_____	_____ or _____	_____	_____	Yes/No	_____
_____	_____ or _____	_____	_____	Yes/No	_____
_____	_____ or _____	_____	_____	Yes/No	_____
_____	_____ or _____	_____	_____	Yes/No	_____
_____	_____ or _____	_____	_____	Yes/No	_____

\*For standard equation, please circle "YES" if the course equivalency is standard for all future students. If the determination is dependent upon the particular student, please circle "NO." Standard equations will be included in the [Study Abroad Course Database](#) and will not need to be reassessed by the department for a period of five years, except where significant changes are known to have occurred in the interim. \*\*Please use the 'Notes' section to explain reasons for non-approval and/or additional comments.

\_\_\_\_\_  
 Student Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 TU Study Abroad Office Signature

\_\_\_\_\_  
 Date

## IMPORTANT INFORMATION

*\*Non-TU students and students participating in TU faculty-led programs or the TU Global Internships Program are NOT REQUIRED to complete this form.\**

**COURSES THAT MAY NOT BE TAKEN ABROAD:** MNGT 481, any upper level Accounting courses (except ACCT 341), any Finance courses (except FIN 331, FIN 350, and FIN 436)

**REPEATING COURSES:** Courses taken at TU may not be repeated abroad in accordance with TU policy regarding transfer credit. *Exceptions: Students participating in TU faculty-led programs or the TU Global Internships Program.*

**LANGUAGE COURSES:** Students who must repeat a language course abroad (as a result of a language placement test) that was previously taken at TU will earn unspecific lower level elective credit.

## COURSE FORM INSTRUCTIONS

1. **Complete all the shaded areas on this form.** DO NOT COMPLETE THE NON-SHADED AREAS.
2. **Meet with your academic advisor** to determine the credits and courses remaining to complete your degree at TU and to discuss and review your course selections abroad. At your meeting, have your academic advisor sign your *Study Abroad Course Form*.
3. **Search for the courses** you intend to take abroad in the [TU Study Abroad Course Database](#).
4. **If you don't need a course to fulfil a specific requirement at TU (i.e. major, minor, or core)** it can be posted as general lower division electives (USEL) toward your overall credits for graduation.
5. **If a course that you intend to take abroad IS LISTED in the database you DO NOT NEED to obtain approval from the relevant academic department.** Instead, verify you meet any necessary prerequisites for the course and submit the following items to the TU Study Abroad Office by the deadline:
  - Course information print out from the TU Study Abroad Course Database
  - Study Abroad Course Form with completed shaded areas, Academic Advisor's signature, and student's signature
6. **If a course that you intend to take abroad IS NOT LISTED in the database take the following items to the relevant academic department office on-campus** and then submit your completed Study Abroad Course Form to the TU Study Abroad Office by the deadline:
  - **Study Abroad Course Form** with completed shaded areas, Academic Advisor's signature, and student's signature
  - **Course description or syllabi** of the courses that you intend to take abroad.
  - A copy of your current **Academic Requirements Report and/or signed Academic Advising Sheet**.
  - Business courses only: A detailed syllabus (course descriptions are not acceptable); information on the accreditation agency for the university or program abroad; an Academic Requirements Report; and a signed Academic Advising Sheet.

### **Helpful hints:**

- ✓ Get more courses equated than you will need! When you arrive overseas you may find that some courses are not on offer, there may be schedule conflicts, or you may simply change your mind.
- ✓ Each academic department has regulations concerning how many credits towards your major/minor may be taken off-campus.
- ✓ If you haven't taken the necessary prerequisites for a TU class, the academic department may not allow you to transfer it back from abroad.
- ✓ If your schedule changes while abroad, you can request to have new courses equated via email. Contact your TU Study Abroad Advisor for instructions.
- ✓ Bring coursework, exams, and syllabi home with you in case you need to have courses equated retroactively. *NOTE: Students must bring all coursework back to TU to obtain final approval for all Foreign Language courses.*