

STUDY ABROAD COURSE APPROVAL FORM

STUDENT NAME				STUDY ABROAD LOCATION				
MUID				STUDY ABROAD TERM				
CREDITS REQUIRED FOR DEGREE						MAX CREDITS ALLOWED FROM ABROAD*		
Requested Course Title and Code		Credit Value	Mercer Course Equivalency Code	Credit Hours	Degree Audit Designation**	Chair Approval		
1								
2								
3								
4								
5								
6								
7								
8								
9								

STUDENT SIGNATURE _____

DATE _____

ACADEMIC ADVISOR SIGNATURE _____

DATE _____

STUDY ABROAD COORDINATOR SIGNATURE _____

DATE _____

NOTES

Guidance for the Course Approval Process

1. Review the list of courses available to exchange students, provided to you by the study abroad coordinator.
 2. Work with your academic advisor to identify courses abroad that match courses you still need to fulfill your graduation requirements at Mercer.
 3. Once you have identified a list of courses that meet your requirements, rank them according to your interest and level and availability of the course at Mercer.
 4. Complete the Course Approval Form. Be sure to include the course title and code for the Mercer course for which you will receive academic credit by taking the associated course abroad.
 5. Make an appointment to meet with the department chair of each of the disciplines of your courses in order to request approval to take the course abroad for the specified Mercer credit.
 6. You will need to take syllabi or catalog descriptions of the courses you want to take abroad when you meet with the department chair. The more information you provide, the easier this process of gaining approval will be. For convenience for the approving chair, you can provide links and descriptions before your appointment with the chair.
 7. Once you have all the necessary approvals from department chairs, review the form once again with your academic advisor and ask them to sign the form.
- ❖ Submit the form by uploading it to your online application at www.mercerabroad.com BEFORE the departure orientation date.
 - ❖ Students who have not submitted the form before departing the U.S. risk a loss of financial aid due to non-transferrable credit on a foreign transcript.
 - ❖ If you MUST enroll in a course not pre-approved on this form after you arrive at your destination, consult with the study abroad coordinator via email or telephone before finalizing your enrollment to ensure that the credits will transfer.

List requested courses on form according to priority, with 1 highest and 9 lowest

Maintain a full-time 12-credit equivalency enrollment while abroad, or risk loss of financial aid (summer requires 6 credits to be half-time)

***Exchange course credits MUST NOT equal or exceed 25% of all coursework required for a degree at Mercer**

**In order for a student to be eligible to receive financial aid to support enrollment in this program, it is imperative that we determine how this course will fulfill the student's degree requirements, whether it be through major or minor requirements, major or minor electives, or elective hours