LEHIGH STUDY ABROAD OFFICE
Application for Course Approval

(Student’s name – please print) ______________________________ (Lehigh Identification Number) __________________________

(Study Abroad Host University / Program) __________________________ (Term Abroad) ______________________________

*Note: This form is due November 15 / April 26 to Study Abroad Office; See reverse side for instructions

1. Course Title & No.: ________________________________ Credit listed: ______
   Lehigh Equivalent: ____________________________________________ Lehigh credit: ______
   Check one: □ Major □ Minor □ Humanities □ Social Science
   Dept. Approval(print): ___________________________ Dept. Approval(signature): ___________________________

2. Course Title & No.: ________________________________ Credit listed: ______
   Lehigh Equivalent: ____________________________________________ Lehigh credit: ______
   Check one: □ Major □ Minor □ Humanities □ Social Science
   Dept. Approval(print): ___________________________ Dept. Approval(signature): ___________________________

3. Course Title & No.: ________________________________ Credit listed: ______
   Lehigh Equivalent: ____________________________________________ Lehigh credit: ______
   Check one: □ Major □ Minor □ Humanities □ Social Science
   Dept. Approval(print): ___________________________ Dept. Approval(signature): ___________________________

4. Course Title & No.: ___________________________________________________ Credit listed: ______
   Lehigh Equivalent: ____________________________________________ Lehigh credit: ______
   Check one: □ Major □ Minor □ Humanities □ Social Science
   Dept. Approval(print): ___________________________ Dept. Approval(signature): ___________________________

Approval from Student’s Academic Advisor
*If two or more course approval forms are being used, all must be signed by the Academic Advisor.
I have looked over the courses listed above and I approve the student’s choice of courses and participation in this study abroad program.

Faculty Advisor (please print) ___________________________ Faculty Advisor (signature) ___________________________ date

Step 2

Student Signature: I have read the instructions and understand the policies (as written on the back of this form) for obtaining credit for study abroad.

Student Signature ___________________________ Today’s Date ___________________________

Step 3

Study Abroad Office Approval: The above named student is attending a study abroad program reviewed and approved by the Lehigh Study Abroad office.

Signature of Advisor, Study Abroad Office ___________________________ Today’s Date ___________________________

Step 4

For Office Use Only: Registrar Office Signature: ___________________________
Student Instructions:

1. Meet with your academic advisor to review your course selection and discuss how these courses fit in with your major/minor/graduation requirements; your major advisor must approve and sign this form after it is complete.

2. To get your courses approved, make an appointment and take this form along with the course descriptions and/or syllabi for the courses you expect to take abroad to the appropriate people on campus:
   - Major/Minor courses: Department Chair of the relevant academic departments
   - Non-major/minor courses: Department Chair or Becky Schultz (rs09@lehigh.edu) in the Registrar’s office

3. Read/sign below and turn everything in to the Study Abroad Office when complete.

Department Chair Instructions:

Please review the course syllabi provided by the student to determine if the course the student expects to take abroad is appropriate for credit at Lehigh University. If the course syllabi does not reflect appropriate academic rigor expected for Lehigh University, you should not approve such a course. If the course is not sufficiently equivalent to the content of a specific Lehigh course, you may choose to use a “special topics” or “independent study” course approval. A student may receive credit for a given course only once in a term. The department may recommend the number of credits the abroad course is equivalent to, however, the Lehigh University Registrar will determine the final evaluation of credit.

Student Agreement:
I agree to the following conditions specified below by the Lehigh Abroad office and the University Registrar:

- All courses must be taken at an accredited institution of higher education.
- I must enroll in at least 12 credits (and fulltime status as prescribed by host institution) while abroad.
- I must take all courses abroad for a letter grade. Pass/fail courses will NOT be accepted for Lehigh credit.
- I must earn a “C” (2.0) or better to receive credit for a course at Lehigh.
- The Lehigh equivalent course title and the credit hours will appear on my Lehigh transcript.
- Grades will not be posted on my Lehigh transcript, nor be figured into my cumulative GPA.
- Study abroad courses may not be used to delete a prior “D” or “F” from a student’s cumulative GPA at Lehigh.
- The Lehigh University Registrar makes final approval of course credit hours after receipt of an official transcript.
- I will receive a maximum of 16 credits for a semester of study abroad, unless advanced approval is obtained from the SOS committee and the Lehigh Abroad Faculty Policy Committee.
- It is my responsibility to request an official transcript of my completed study abroad coursework be sent to the Director of Study Abroad, 32 Sayre Drive, Coxe Hall, Room 110, Bethlehem, PA 18015-3198