

# HOW TO COMPLETE THE STUDY ABROAD COURSE FORM

## PowerForm Signer Information

Study Abroad Course Form

Fill in the name and email for each signing role listed below.  
Signers will receive an email inviting them to sign this document.

Please enter your name and email to begin the signing process.

### Student

**Your Name: \***

**Your Email: \***

Please provide information for any other signers needed for this document.

### Academic Advisor

**Name: \***

**Email: \***

**BEGIN SIGNING**

Complete with your first and last name and TU email address.

Complete with the first and last name of your academic advisor and their TU email address. To find your advisor, visit your TU Online Services account and use the [TU Directory](#) to find their email address.

Read the instructions page of the course form carefully:



**Deadlines:** Submit 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

#### **COURSE FORM INSTRUCTIONS**

1. Complete all required sections of the form.
2. Meet with your academic advisor to determine the credits and courses remaining to complete your degree at TU and to discuss how study abroad may affect your degree progression.
3. Search for courses you intend to take abroad in the [TU Study Abroad Course Database](#).
4. If you don't need a course to fulfill a specific requirement at TU (i.e. major, minor, or core) select 'yes' for unspecific lower division elective (USEL) toward your overall credits for graduation.
5. If a course that you intend to take abroad IS LISTED in the database, select 'yes' on the form. Verify you meet any necessary prerequisites for the course and upload a copy of the information page (PDF) from the database.
6. If a course that you intend to take abroad IS NOT LISTED in the database OR you do NOT elect to earn USEL credit, complete the remainder of the form by the deadline and upload the following documents:
  - A syllabus for each of the study abroad courses
  - Business courses only: Students must also upload information on the accreditation agency for the university or program abroad; an Academic Requirements Report; and a signed Academic Advising Sheet.
7. Students may not audit study abroad/away courses.

**NOTE:** Multiple academic subjects cannot be equated on the same form.

#### **IMPORTANT INFORMATION**

*\*Non-TU students and students participating in TU faculty-led programs or the TU Global Internship 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.

#### **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 complete an additional course form to have new courses equated.
- 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.*

- Begin by completing information about your major, minor, and concentration (if applicable) and information about your planned study abroad program.

**TO BE COMPLETED BY THE STUDENT:**

Last Name: Potter First Name: Harry

TU ID: 0123456

Major: History Minor: if applicable

Track (if applicable): if applicable

Study Abroad Program/University Abroad: TU in Italy - Rome

City: Rome Country: Italy

Study Abroad Term: Fall Year: 2022

- You should speak with your academic advisor about the courses you plan to take abroad so that they can advise you how your experience might impact your degree plan. They will review and sign your form after you submit it.

**TU ACADEMIC ADVISOR APPROVAL:**

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

First Name: Last Name:

Signature: Date:

Enter information for course #1 in the grey box

- If the course IS in the Study Abroad Course Database, select Yes and upload a copy of the information page for that course from the database in PDF format.

**COURSE #1**

**TO BE COMPLETED BY THE STUDENT:**


Overseas Course # and Title: Arts of the Renaissance and Baroque

Is this course in the Study Abroad Course Database? Yes

*If yes, please upload a copy of the course information page (PDF) from the database and continue to course #2 or finish.  
If no, please complete the fields below.*

**USEL Credit:**  
*If no, upload a course syllabus (PDF) for review by the academic department.*

**For which academic subject are you seeking credit?**



- If the course is NOT in the Study Abroad Course Database, select No and continue to the next field.

## COURSE #1

### TO BE COMPLETED BY THE STUDENT:

Overseas Course # and Title:

Is this course in the Study Abroad Course Database?

*If yes, please upload a copy of the course information page (PDF) from the database and continue to course #2 or finish.  
If no, please complete the fields below.*

USEL Credit:

*If no, upload a course syllabus (PDF) for review by the academic department.*

For which academic subject are you seeking credit?

- If you DO NOT need the course to fulfill a specific requirement at TU (i.e. major, minor, or core):
  - Select Yes for USEL Credit (unspecified lower division elective credit) toward your overall credits for graduation
  - Move on to your next course or *finish*.
- If you're hoping that the course WILL fulfil a specific TU requirement at TU (i.e. major, minor, or core):
  - Select No for USEL Credit
  - Indicate which academic subject you want to receive credit in (e.g. History or Biology)
  - Upload a PDF course syllabus for review by the academic department

## COURSE #1

### TO BE COMPLETED BY THE STUDENT:

Overseas Course # and Title:

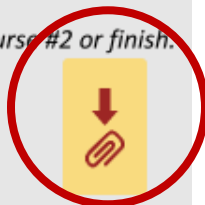
Is this course in the Study Abroad Course Database?

*If yes, please upload a copy of the course information page (PDF) from the database and continue to course #2 or finish.  
If no, please complete the fields below.*

USEL Credit:

*If no, upload a course syllabus (PDF) for review by the academic department.*

For which academic subject are you seeking credit?



- Repeat these steps for each course you want equated. **NOTE: Multiple academic subjects cannot be equated on the same form.**
- When the form is ready to be sent to your academic advisor, academic department (if applicable), and your Study Abroad Advisor for review, click the *Finish* button.

**FINISH**