

### Academic Planning Form

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_@sycamores.indstate.edu

University ID: 991 Cell #: \_\_\_\_\_ Term: \_\_\_\_\_ Year: \_\_\_\_\_

Host University: \_\_\_\_\_ City/Country: \_\_\_\_\_

Course Start Date: \_\_\_\_\_ Course End Date: \_\_\_\_\_ # of Credits to enroll abroad: \_\_\_\_\_

This form helps with course approvals and transfers once the Education Abroad (EA) Office receives your academic transcript from your host university. Please note the following:

- Foundational Studies courses will be approved by **Dr. Linda Maule**.
- If you have more than one major or minor, and you are planning to take courses that apply to those programs, we will send your APF to your home college for approvals and routing.
- Study Abroad courses are considered transfer courses and **do not** have an effect on your cumulative GPA at Indiana State University. Therefore, credit for the course is based on a pass/fail credentialing.

On the Education Abroad website, under Academics → Course Equivalencies, you can find a list of courses that have been approved for transfer to ISU from different universities abroad. This list **DOES NOT** guarantee that the course will equally transfer for you or it may transfer as a different ISU course. You must complete this form and then it may be approved by your major college.

Some universities abroad do not allow you to register for courses until you arrive and attend orientation. At that time, if you cannot enroll in a course that was previously approved on this form, you will need to complete a second APF that will be sent to you after your arrival. We will work with ISU advisors to get the course approved for transfer back to ISU.

#### Honors Students ONLY:

I, \_\_\_\_\_, understand that every class taken abroad will automatically count toward the Honors elective requirements, and I cannot use the same classes for both the core and the elective courses.

Once ISU receives your transcript from your university abroad after your trip, the EA Office compares it to the courses listed on your APF(s) to verify that all courses were approved. Once this is complete, the EA Office sends your transcript to the Office of Registration and Records and the Office of Admissions to be applied to your MySam account. Please be patient during this process.

By signing below, you agree that you have read and completed this form, and understand how the courses you take will be applied to your degree.

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

# INDIANA STATE UNIVERSITY

## Office of Education Abroad

### Academic Planning Form

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1. Please provide at least **six (6) course** options at your host university. Completion of this form does not guarantee final course credit, but it allows you to plan your proposed courses while also leaving room for unexpected events, such as a course being unavailable upon arrival to your program.
2. **Attach any course descriptions and/or syllabi that are related to the courses you choose.**

**Student to Complete\*:**

Host Course Code	Host Course Title

**Internal ONLY:**

ISU Course Code	ISU Course Title	Previously approved at ISU?	Credit Hours	Dean / Chair Comments <i>(If course was not previously approved)</i>
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		

>> \*Notes from Student, regarding courses: \_\_\_\_\_

For all courses noted as "General Elective", I acknowledge that they may or may not fulfill my 120 credits to graduate from Indiana State University. I have also spoken with my academic advisor regarding my Study Abroad plans in relation to my academic plans.

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

By signing below, I agree that I have reviewed the courses above for their possible transfer to ISU, in relation to this student's academic plan.

College Associate Dean or  
Dean's Office Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_