**Academic Planning for Study Abroad**

**Why do I need to complete this form?**

This form helps determine the connection between degree requirements and study abroad coursework. Having a documented conversation with your academic advisers prior to studying abroad will help you make a more informed decision about which courses to take while you are overseas and provide you with a record of the decisions made. Your academic advisers may be able to point out additional considerations for you that are specific to your major, minor, or college of enrollment. Being aware of how your study abroad coursework can potentially fulfill requirements can help you complete degree requirements for efficiently, helping you graduate on time.

Step 1: Review your degree audit and which requirements you will be looking to fulfill abroad. Then research course offerings for your study abroad program to determine which might be able to fulfill those requirements. Meet with a study abroad advisor to determine what course information is available and where to find it.

Step 2: List your desired study abroad courses and alternate choices on this form. If the specific course titles/information is not available, list the approximate course/subject you want to study. Then check the boxes for the degree requirement you want each to fulfill.

Step 3: Meet with your academic advisor(s) to discuss course selection and degree plan. Bring course descriptions and/or syllabi if possible. Advisors will write their comments next to each course you have listed on the form, as needed, and then sign the form. It will also be important to discuss courses and request that they remove any holds during the semester you are abroad so that you can register for courses for the semester you will be back on campus. Start this early, as you may need to consult multiple advisors depending on what requirements you are looking to fulfill.

Step 4: After you have met with your advisors, sign the form. This indicates you understand how to use courses toward your degree.

Step 5: Submit the completed form to the study abroad office. You can e-mail a scan or submit the paper form in person. Keep a copy for your records. Your advisor(s) may want you to share a copy as well.

Step 6: While abroad, communicate any changes or updates to your coursework abroad with your advisor here.

Step 7: Make sure a transcript/record of courses/grades is sent to OIP Study Abroad. Courses/grades cannot be added to your Valpo records until we have received this. Once it arrives, you and your listed academic advisor(s) will receive an e-mail notification. Included in that message will be a scan of the transcript/record, the original course planning worksheet that you submitted, and a post-program course approval form. Meet with your advisor(s) to complete the form for final study abroad course approval. Be sure to bring any related course materials (syllabi, papers, projects, etc.) as needed.

Step 8: Once the post-program course approval form is complete, it will be sent to the Registrar’s Office and OIP Study Abroad. It is recommended that you take a copy for your records as well.

Step 9: Once your courses are added to your Valpo records, check to make sure everything is showing correctly. Contact your advisor(s) if you notice any errors.

**Questions?** Work with your study abroad program advisor if at any point you have questions about this process.

Valparaiso University Office of International Programs – Study Abroad

Harre Union, Gandhi-King Center (2nd floor glass suite above main welcome desk)

E-mail: [study.abroad@valpo.edu](mailto:study.abroad@valpo.edu)

**Questions to ask:**

Your Study Abroad Program Advisor

* Will my study abroad program earn Valpo credit or transfer credit?
* How can I find course listings and descriptions for my courses abroad?
* I plan to graduate soon (if applicable). How does this affect my academic planning? \*especially important if you are studying abroad during your final semester at Valpo.

Your Academic Advisor(s)

* What degree requirements do I have left to complete?
* Are there any particular requirements you recommend I should/should not try to complete abroad?
* How many credits should I plan to take to ensure I stay on track?
* I have copies of course descriptions (bring those with you or send electronically ahead of time) for courses I am considering taking while abroad. Do these courses meet any of my requirements?
* If your study abroad courses will earn transfer credit: How does this affect my academic planning?
* What should I do if I arrive and can’t take these classes? May I e-mail you for guidance in making alternative choices?
* What do I need to do to follow up with you when I return from study abroad? What should I bring back with me (e.g., course syllabi, textbooks, other materials)?

Your Financial Aid Advisor

* How does the cost of attendance for my study abroad program (found in the cost information/budget sheet portion of every study abroad program page) compare to the cost of attendance for my normal semesters at Valpo?
* Are there any financial aid awards that do not apply to my semester abroad?
* What is the total amount of financial aid I am eligible for during my semester abroad, taking into account the estimated cost of attendance, including the breakdown of scholarships, grants and loans?
* Are there any additional funding options available through the Financial Aid Office to cover costs? If there are loan options, how do they work? Is it possible to know if I would be approved, without committing to taking out a loan?
* How does financial aid disbursement (including scholarships, grants and loans) work and when can I expect it?
* If I have more financial aid than on-campus costs, how can I receive a refund check? If I choose not to receive a refund check, what happens?
* I have to purchase my plane ticket ahead of financial aid disbursement time, is there any kind of financial aid emergency advance option? How does that work?
* Is there anything I need to know about maintaining my financial aid eligibility while studying abroad?
* I am studying on a Non-Valpo program (if applicable). Am I able to use any financial aid? If so, what kind? Are there any additional steps I need to take to do so?

**Study Abroad Course Planning Worksheet**

Valparaiso University students wanting to fulfill degree requirements through study abroad must submit this form by the study abroad program application deadline. Attach a separate sheet if needed. Advisors’ signatures on this form give an assessment of how credits may be used, but do not guarantee credit or applicability of courses toward degree requirements. The corresponding academic departments have final approval over how courses may satisfy degree requirements. You may be required to submit syllabi and other related course materials upon your return for final approval.

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| --- | --- |
| **Last Name, First Name** | **Student ID#** |
| **Major(s):** | **Term/Year:** |
| **Minor (s):** | **Expected Graduation Month/Year:** |
| **Program Name & Location:** | |
| **Academic Advisor(s):** | |
| Check this box if you are participating in a Non-Valpo program and will receive transfer credit (no grades) |  |

Use the back of this sheet to indicate the courses you would like to take abroad. If specific course listings are not available, indicate the subject you intend to take and list the requirements you would like the course to fulfill. Your advisor(s) will specify more details about the desired course content, how the course may fulfill requirements, and any additional requirements—such as evaluation of course materials—upon return. Your advisor can also choose to check whether the course has been pre-approved.

Tentative Approval: In order for this course to satisfy a degree requirement, additional requirements are needed such as submitting documentation to be reviewed upon your return (syllabus, exams, papers, textbooks).

Final (or Pre-) Approval: This course fulfills stated degree requirement without further documentation.

|  |  |
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| **Primary Advisor (Print Name):** | **Signature & Date:** |
| **Additional Advisor (Print Name):** | **Signature & Date:** |
| **Student Signature & Date:** |  |

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| --- | --- | --- | --- | --- | --- |
| **Study Abroad Course Title/Number** | **# of Valpo Credits** | **Equivalent Valpo Course Number & Title Requested** | **Major, Minor, Gen Ed or Elective?** | **Advisor Comments** | **Tentative or Final Approval** |
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* I elect not to use this form and understand that study abroad credit may not fulfill any degree requirements.