



## Study Abroad Credit Approval Form

The purpose of this form is to outline the academic program a student intends to pursue while abroad and to agree among all parties concerned that, contingent upon their successful completion, specific courses taken at an overseas institution will satisfy ETSU degree requirements. Students will need to discuss their academic programs with their chairpersons and their academic advisors. Final decisions regarding the application of credit towards ETSU degree requirements can be made only after students return from abroad and present appropriate records/transcripts.

### Student Instructions for Securing Approval

1. You must have detailed descriptions of the courses you wish to take before filling out the credit approval form. Having access to course offerings from the host institution is essential. If you are planning to attend one of our exchange universities, you can access catalogs online.
2. Complete the top portion of the form, and, with the advice of your academic advisor, list the courses you plan to take at the host institution. Leave blank the course equivalents and degree requirement sections; these are to be completed by chairpersons.
  - a. You should list more courses than you will actually take.
  - b. List all courses for the entire period you will be abroad.
3. Take the form to the appropriate chairperson(s) who will compare equivalent ETSU courses with those you plan to take at the host institution.
4. After obtaining chairperson(s) documentation and signature(s) on this form, take it to your academic advisor who will then determine how the courses taken abroad may satisfy specific degree requirements.
  - a. Please Note: If you plan to take courses in different disciplines, you must secure signatures from all appropriate chairpersons.
5. You must schedule an appointment with Valerie Higgins, Academic Credential Analyst, immediately after receiving host institution confirmation and again for final determination of credit hour equivalents after securing approvals/signatures from academic chairs and advisors.\*\*
  - a. Please email [higginsv@etsu.edu](mailto:higginsv@etsu.edu) or call 439-4213 to schedule appointments.
  - b. Office location: Undergraduate Admissions, 106 Burgin Dossett Hall.

\*\*Provide information you have about the amount of time you will spend in classes as this determines how much credit ETSU may grant for the course. Determining the reciprocity of credit hours for courses taken internationally can be quite confusing. The Academic Credential Analyst in the Admissions Office has reference materials that may help in establishing the appropriate conversion of the number of credits and grades, when necessary. Please note that neither International Programs and Services nor Admissions can advise you which courses to take or how the courses will be used toward your particular degree requirements.

Students seeking federal, state, and institutional financial aid should make an appointment to meet with Amy Collins in the Office of Financial Aid regarding aid eligibility. Please be aware that only the credit hours/courses taken abroad which count in your degree program (major, minor, or electives that will count for major requirements) will qualify for federal aid. The office of Admissions will share a copy of your completed form with the Office of Financial Aid so that your aid can be released. No federal or state aid can be released without a completed Study Abroad Credit Approval form on file. Office of Financial Aid Contact: Amy Collins, [collinsa@etsu.edu](mailto:collinsa@etsu.edu), 423-439-5685.

## **Advisor/Chair Instructions for Study Abroad Approval Form**

1. Advisor must evaluate the course description provided by the student and determine if the course(s) will transfer to ETSU as a particular course or as a major/minor elective (In order for Financial Aid to pay for these courses they must transfer to ETSU as a course that will meet degree requirements).
2. Fill in the boxes for each course determining what the course equivalency is and what degree requirement it will meet. If the courses come from multiple departments please only fill in the boxes with your corresponding courses and help the student contact the other academic departments for their review.
3. Sign the form at the bottom of the page and direct the student to the appropriate chair of the academic departments that each class falls into for their signature.

If you are going Direct or Bilateral, it is your responsibility to request that official transcripts of your work be mailed to International Programs and Services at the following address.

East Tennessee State University  
The Honors College  
International Programs and Services  
P.O. Box 70668  
Johnson City, TN 37614

If you are going through ISEP, it is your responsibility to request that official transcripts of your work be mailed to ISEP at the following address:

ISEP  
1655 N. Fort Myer Drive  
Suite 400  
Arlington, VA 22209

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_