


When recording course approvals on the following form, you have two options and two boxes:

Option A. Pre-Approved Courses (from the Study Abroad Course Finder) – for only EIU Partner Programs

Most EIU Partner Programs (with the exception of third party providers) have pre-approved courses in the *Course Finder*. Go to http://www.eiu.edu/~edabroad/course_database.html for detailed instructions on how to find use the Course Finder.

Course/Program
& Substitution ID
numbers you will
need for the form.



Course/ Program ID	Provider	Host Institution	Country	Course Number	Course Title	Notes	Subject
781	Central Queensland University		Australia	COMM 12025	Organisational Communication	This course examines theories and techniques employed by communication professional in large organisational.	Communication Studies
Substitution ID	EIU Credit	Division	EIU Substitute(s)	Chair Approval	Department	Lab	General Education Category
Substitution 873	3	upper	CMN 3650	Mark Borzi	Communication Studies	no	
Substitution 874	3	lower	CMN 3650	Mark Borzi	Communication Studies	no	

Option B. Other Courses (which require approving signature) – for both Partner and Non-Partner Programs

Some Partner Programs, as well as Foreign Language courses, and all Non-Partner Programs will fall under this category.

1. Research the course offerings through the provider/host institution, for the term(s) in which you wish to study.
2. Print off course descriptions based on what you'd like to take and what you need to fulfill towards your degree.
3. Be mindful that there may be schedule conflicts or some courses that are not offered during the term in which you plan to visit.
4. Prepare descriptions for at least twice as many courses as you plan to take and then bring the information, along with the *Course Approval Form*, to each appropriate Department Chair on campus to obtain approvals. Course approvals may only be obtained from the Chair of the appropriate department. For example, Spanish courses must be approved by the Chair of Foreign Languages.

It is a good idea to record on the Course Approval Form at least twice as many courses than you are planning to take. Being planful in the beginning can save you a lot of time in the end.

ALL students going on Partner Programs MUST fill out and submit this form with their paperwork. If you end up taking a course with no approval, and/or a course not listed on this form, then it will transfer back to EIU as elective credit and will not be eligible to replace major, minor, or general education requirements. You can always amend this form after you turn it in, up until your foreign transcript is processed by EIU.

Name: _____ Major: _____ EIU ID#: _____

Program Sponsor//Host Institution: _____ City/Country: _____

Study Abroad Term(s): _____ Total # of Courses you plan to take: _____ Semester Hours: _____ Honors Student? (Circle one) Yes No

A. Pre-Approved Courses (from the Study Abroad Course Finder) – only for EIU Partners

Foreign Course/Study Abroad Num and Title	Course/Program ID Number from Course Finder	EIU Equivalency or Substitution Num & Title	Substitution ID Number from Course Finder	Cr Hrs	OFFICE USE ONLY
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

B. Other Courses (which require approving signature) – for both EIU and Non-EIU Partners

Foreign Course/Study Abroad Num & Title	EIU Equivalency or Substitution Num & Title	*Cr Hrs	Div (U/L)	Lab (Y/N)	Maj Min GED			Approving Chair's Printed Name & Signature	Date

Student Agreement

1. It is my responsibility to enroll in courses at the host institution, complete the courses in which I enroll, and have a transcript sent to the Office of Study Abroad upon completion.
2. It is my responsibility to inform my Academic Advisor and the Office of Study Abroad of any changes in my course schedule, and to seek the appropriate course approvals.
3. I understand that all the courses that I take at this host institution will transfer as graded EIU credit, and will appear on my EIU transcript.

*Note, Cr. Hrs. is the number of credit hours “recommended” by the Chair. Actual credit hours will be determined by standard Illinois foreign credential evaluation procedures.

Student's Signature Date

I have viewed this intended curriculum for this student and flagged him/her for registration.

Academic Advisor's Name/Signature Date

Study Abroad Rep's Signature Date