



Study Away Proposed Courses Form

Office of the Registrar

3rd Floor, Prothro Hall
 PO Box 1059
 Phone: (434) 381-6179 | Fax: (434) 381-6484
 Email: registrar@sbc.edu

Return form to the Registrar's Office once completed & all signatures obtained.

PLEASE REFER TO INSTRUCTIONS AND NOTES ON PAGE 2 OF THIS DOCUMENT.

Due Dec. 1 for spring study abroad or April 15 for summer, fall and academic year study abroad.

Name: _____ SBC ID: _____ Graduation Date: _____

SBC email: _____ Major: _____ Minor: _____

Study Away Program (SAP), City and Country: _____

Study Away Program (SAP) Website: _____

U.S. School of Record for SAP: _____

SBC Term of Program: _____ Actual Dates of Program: From: _____ To: _____

(It is very important you confirm and report accurate dates of your particular program.)

COURSE SELECTIONS: (Multiple forms may be completed for one semester.) Complete the information below and obtain Department Chair signature for the relevant course.

Does the SAP require you to take a foreign language (Please see the note regarding foreign language requirements.): No Yes

Course Information: (subject, number and title as listed in catalog from institution abroad or on transcript; for internships, include name and signature of SBC faculty sponsor)	Equivalent SBC Course	# of SBC Credits	Major/Minor/Gen Ed for which Approval is sought:	Department Chair Signature/Date
1.				
Registrar's Office Approval/Comments:				
2.				
Registrar's Office Approval/Comments:				
3.				
Registrar's Office Approval/Comments:				
4.				
Registrar's Office Approval/Comments:				
5.				
Registrar's Office Approval/Comments:				
6.				
Registrar's Office Approval/Comments:				

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Students are strongly encouraged to make an appointment with the Registrar's Office to review study abroad plans, potential transfer credit and how the credit will apply to degree requirements.

Instructions for completing this form: Use a pen and print your information. You should select at least 2 extra courses per semester in the event your course selections are not available. You may use multiple forms for one semester. If you are abroad for two semesters, you must complete a separate form for each semester. If the course is yearlong, please enter that course on both forms, indicating the credit equivalent for each semester. *Official descriptions of proposed courses must be provided to all parties to assist in their evaluation and approval, and accompany this form when submitted to the Registrar's Office.* List your courses in the space provided, listing alternates last. Once you have listed your proposed courses, you must have the chair of the department in which transfer credit is to be awarded indicate their approval by signing beside the course in the space provided. You must review your courses and receive approval for the overall program from your MAJOR ADVISOR(S). Make a copy of this form for your records. Submit the form to the Office of the Registrar. You will receive an email from the Registrar's Office with your final approval.

Notes for completing this form: Although a student's pre-approved program of study may be changed, all changes must be subsequently approved by the department chair(s), major advisor(s) and the Registrar. Such approval may be obtained by e-mail correspondence while you are away. If your program does not have a US school of record, you will be required to have your transcript evaluated by an outside entity at your expense. Contact the Registrar's Office for more information. In all cases, acceptance of transfer credit is determined by the Registrar. Students undertaking a full course load may earn up to 17 credits for the first semester and 18 credits for the second semester abroad, for a maximum of 35 credits for the academic year abroad. Only courses taken abroad where a grade of C- or higher is earned will receive transfer credit. Make sure the subject areas of your course selections are offered at SBC. Courses taken on a pass/fail basis will not be transferred. Please be aware that study abroad may affect your ability to graduate on time, which may affect your financial aid. You should discuss your particular situation with your major advisor and the Financial Aid Office. Completing an internship while abroad may require an on-campus faculty sponsor to oversee the academic component of the internship.

Foreign Language Requirement: Many study abroad programs offer or require students take a language course. Placement tests are often required. If that placement is at a level for which you already have SBC credit, transfer credit will not be awarded. Contact the Registrar's Office for more information.

Student, initial indicating you have read & understand the above instructions and notes: _____ Date: _____

Advisor Approval: Name: _____ Signature: _____ Date: _____

Second Advisor Approval: Name: _____ Signature: _____ Date: _____

(If Applicable)

The student should read and agree to the following statement by signing below:

I have reviewed my course requirements for graduation, have consulted with my academic advisor, and the Registrar, and am confident that I will be able to complete my remaining degree requirements after I return to Sweet Briar from my study abroad. I understand that grades earned abroad will be placed in my file, but will not be recorded on the Sweet Briar transcript, and that these grades will not be calculated in my overall GPA at Sweet Briar College. An official transcript from the host institution or sponsoring program will be required by Sweet Briar to ensure full credit for courses taken abroad. I understand it is my sole responsibility to have my program send a transcript to: Sweet Briar College, Office of the Registrar, PO Box 1059, Sweet Briar, VA 24595. I understand that I will be able to view this transcript but Sweet Briar may not provide me or any other third party with a copy of the transcript, in accordance with FERPA.

Student Signature: _____ Date: _____

Approval: _____ Date: _____

(Registrar's Signature)

Office Use Only: _____ _____ _____ _____
