

Study Abroad Course Approval Form

Course approvals for major, minor and Core credit are required prior to departure. This completed form must be on file with your academic advisor to receive credit for study abroad.

Step By Step Process:

- 1) **Schedule a meeting:** Have major and minor courses approved first *THEN* have core course approved. Make an appointment with the appropriate major, minor or Core approver (see box below). Take this form in to your appointment along with the necessary course descriptions or syllabi.
- 2) **Prepare for your meeting:** Review the courses offered on your program; find course syllabi or course descriptions for the classes you want to take; know what major, minor or Core requirements you are trying to fulfill; if you are going on a direct enroll or exchange program make sure to know the credit values of each course (OIP can provide assistance if necessary).
- 3) **Complete the process:** Once you have obtained all the necessary signatures, make two copies of this form: one for your academic advisor and one for the Office for International Programs. Keep the original for your own records.

Major or Minor Course Approvers:

College of Arts & Sciences Students

Major Department Chair (or designee) may approve courses toward major.

Minor Department Chair (or designee) may approve courses toward minor.

For a full list of Chairs, visit www.luc.edu/studyabroad .

School of Business Students

Dr. Susan Ries may approve courses toward a business major or minor, including business core courses.

School of Social Work Students

James Marley may approve courses toward a social work major or minor.

School of Nursing Students

Eileen Lynch may approve courses toward a nursing major.

School of Education Students

Robbie Jones may approve courses toward an education major or minor.

School of Communications Students

Shawna Cooper Gibson may approve courses towards communication majors and minors.

Core Course Approvers:

Core Curriculum

Set up an appointment with your academic advisor about taking Core abroad. Core is most likely to be approved in the following three Knowledge Areas:

Literary, Artistic, Societal and Cultural.

Student's Name: _____ Term(s) Abroad: (circle) **Fall** **Spring** **Summer** Year _____

Study Abroad Program: _____ LUC ID #: _____

Provider (USAC, IES, SIT, Exchange, Affiliate) Foreign Institution Name, City, Country(s)

Student's LUC College/School _____ Major _____ Minor _____

Student Completes This Section

Designated Staff/Faculty Complete This Section

Course Name at Host Institution	Course Number at Host Institution (if known)	Counts Toward	If Necessary, Indicate the Corresponding Equivalent LUC Course #	Designated Staff/Faculty Print Name	Designated Staff/Faculty Signature and Date
		<i>major/minor/core/other (circle one)</i>			
		<i>major/minor/core/other (circle one)</i>			
		<i>major/minor/core/other (circle one)</i>			
		<i>major/minor/core/other (circle one)</i>			
		<i>major/minor/core/other (circle one)</i>			

Additional Comments from Department Chair or Designee: _____

Note to Department Approvers: Your signature next to each course indicates that the student will meet a specific LUC requirement provided that the student's grade in that course meets minimum grade specifications of the College/School.

