

# STUDY ABROAD

International Academic Programs



## Study Abroad Learning Agreement

Name..... SBU ID#..... Country.....

Program/Host Institution.....Term    Fall    Winter    Spring    Summer    Year.....

**Students are responsible for understanding their degree requirements. Please consult with both a general academic advisor(s) as well as major/minor advisor(s) to learn which requirements are not yet completed. Students should not enroll in courses that they have already completed. If content of a course is determined to be equivalent to an SBU course, students will not earn credit for it twice.**

**\*Non-SBU students** must develop a study plan by indicating the courses they plan to enroll in the section below, and upload to the SBU study abroad portal. Signatures are not required, however we highly recommend obtaining the appropriate academic approval. Please also contact the study abroad office at your home university to confirm the grade and credit transfer policy.

When studying at a partner university, it is recommended to request evaluations for courses needed towards remaining degree requirements. We suggest that students obtain approval for 6 to 8 courses, so that some may serve as back up if necessary. Please indicate the courses in the section(s) below

- Major/minor course evaluation(s) should be submitted to the undergraduate director in the appropriate academic department.
- DEC/SBC course evaluation(s) should be submitted to the study abroad program advisor for evaluation.

**Accepted students should submit this form, completed with signatures prior to program departure. If the IAP Office does not obtain a complete form, credits will be processed as a general transfer credit or as the course has been previously approved by the university. You may update this form at any point with your courses and approval signatures prior to your departure. The most updated form should be uploaded to your study abroad portal.**

**Non-SBU students should complete the appropriate form at their home campus in order to comply with their requirements for transfer credit processing from study abroad.**

Student Signature..... Date.....

Name..... SBU ID#.....

Students must fill out the program number/code, title and number of credits, and include any relevant documentation for each course including the course description and syllabi if possible.

**Major/Minor evaluation:** \*Note to academic departments: This form is to facilitate appropriate course selection for students that have been nominated to participate in study abroad programs. Please review and indicate SBU equivalent, or elective and level if applicable.

Course # or Code	Host University Course Unit Title	Number of Host Institution Credits	Next three sections to be completed by advisor: Equivalent SBU Course, or "Elective"	300 Level? <input checked="" type="checkbox"/>	Advisor Name and Signature This equivalency will be used in database for future articulation.
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	

**SBC/DEC evaluation: SBU students only**

Course # or Code	Program Course Unit Title	Number of Host Institution Credits	Student to indicate: SBC/DEC requested	300 Level? <input checked="" type="checkbox"/>	IAP Study Abroad Approval Signature This equivalency will be used in database for future articulation.
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	