

STUDY ABROAD COURSE APPROVAL

This form **MUST** be completed to guarantee that classes taken abroad will count towards specific major, minor, college, CORE, or elective requirements at Santa Clara University. The University Registrar uses this form to apply study abroad credits toward specific SCU graduation requirements. Incomplete information may result in misappropriation of credits to your records thus delaying your graduation. It is the student's responsibility to ensure accuracy of information. **Please attach a copy of a course syllabus or course description for any courses that require a Department Chair approval and submit to Lori Johnson at the Drahmman Center.**

Full Name (<i>Last, First, M.I.</i>):	E-mail Address (most frequently checked)
ID #:	Major:
Term / Year Abroad:	Minor:
Program Applying (<i>I.E.S, Arcadia, Syracuse, etc</i>)	Location of Program (<i>City/Country/University</i>):

Course Abroad * <i>(Course # and Title)</i>	SCU Equivalent ** <i>(Subject / Number/Title)</i>	Applies Toward*** <i>(major, minor, core, electives)</i>	Approval Signature **** <i>(Department Chair)</i>

* Write the exact course number & titles need to be approved by a Department Chair unless it's listed on our website as a pre-approved course.
 ** Write the actual SCU course number & title for which the abroad course is fulfilling.
 ***Other specifications may include World Cultures, Third Writing, Upper Division Marketing Elective, etc.
 **** All major, minor, core requirements need the appropriate department chair's signature unless the course is listed on our website. (www.scu.edu/studyabroad/courses.cfm) as a Pre-Approved Course in which case you must write "PRE-APPROVED" in lieu of a signature..

Santa Clara University is not responsible for changes or cancellations in course offerings by study abroad program operators. In planning your study abroad course schedule be sure to include alternative selections in the event classes are canceled. In ALL cases, it is your responsibility to ensure that courses will help you meet graduation requirements. GRADUATION REQUIREMENT AGREEMENT: I understand the graduation requirements both within my major/minor, as well as for the University/CORE, and I will plan my schedule accordingly:

Student Signature

Date

**SUBMIT THIS FORM TO LORI JOHNSON AT THE DRAHMANN CENTER
KEEP A COPY FOR YOUR OWN FILE**