MIP Overseas Course Planning & Approval Form

DUE BY NOV 15 for SPRING and APRIL 15 for FALL

SUBMIT TO: MIP OFFICE, HC 2007

You MUST: 1) Enroll in a full course load: 12 to 16 Marist credits per semester; 2) Obtain prior approval for every course taken abroad.

MAKE A COPY OF THIS COMPLETED FORM FOR YOURSELF! USE INK. NO white-out, NO cross-outs (except entire line crossed out). Complete both sides; include alternate courses.

Marist E-mail: ____________________________@Marist.edu CWID#_______________ Program: _____________________ Program Coordinator: _____________________________

Major(s)_____________________________ Minor(s) __________________________

 Sophomore   Junior   Senior  Expected Graduation: Month:_________ Year:__________

Course flexibility is important: We cannot guarantee that your preferred courses will be offered; therefore, please list alternate courses on this form.

✓ The overseas host institution may alter, cancel, substitute or otherwise amend any course, at any time, without prior notice.

✓ Course selections are subject to approval by the host institution; pre-requisites may be required.

✓ “Lab fees” which may be assessed for certain courses are your responsibility.

✓ Final course registration usually occurs AFTER arrival at your host institution. Your pre-departure planning includes consulting your degree audit, your academic advisor, and the Registrar’s Office.

✓ If you have questions or concerns about your overseas study plan, and how it may affect your degree progress, financial aid eligibility (NYS TAP award), etc., please consult your degree audit, your academic advisor, or the Registrar.

✓ After arrival overseas students must report by e-mail (to the Coordinator noted above) their overseas courses as soon as enrollment with the host institution is finalized.

If course registration is not reported by the 4th week of the overseas program, Marist may be unable to grant credit for any of your overseas coursework.

It is the student’s responsibility to understand eligibility requirements for scholarships, including whether or not particular courses maintain scholarship eligibility. Sending a list of your overseas courses to your MIP Coordinator does not guarantee credit for those courses. As such, it is your responsibility to:

1) Complete and submit this academic planning form prior to departure;
2) Communicate with your Academic Advisor re: initial and final course selections;
3) Secure written approval for particular courses.

✓ Your MIP grades transfer to your Marist record, and are calculated in your GPA.

✓ Credit is not earned for repeated courses; course repeats may jeopardize financial aid.

✓ Course substitutions may be arranged through a Waiver/Substitution of Requirements form which is available from the Registrar’s Office.

✓ If you plan to enroll in more than 16 credits (including overseas electives, internship, and Marist e-learning) you must bring the credit overload to the attention of your MIP Coordinator. Please contact Student Financial Services for the per credit rate.

✓ Obtain approval where indicated below for an internship abroad, and complete additional internship forms. Please contact your MIP Coordinator for more information.

<table>
<thead>
<tr>
<th>INTERNSHIP ABROAD FIELD</th>
<th>CREDITS</th>
<th>MARIST INTERNSHIP COURSE #</th>
<th>INTERNSHIP SUPERVISOR APPROVAL</th>
<th>DEPT CHAIR APPROVAL</th>
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<td>(BUS, COM, FASH, ETC)</td>
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STUDENTS: IMPORTANT! COURSE DESCRIPTIONS OR SYLLABI must be attached to this form BEFORE requesting departmental evaluation and approval.

STUDENT:

LIST YOUR OVERSEAS COURSE SELECTIONS BELOW:

A. OVERSEAS NUMBER
B. OVERSEAS TITLE

STUDENT:

VALUE AND CREDIT SYSTEM OF SELECTED OVERSEAS COURSE
EX: 5 ECTS
EX: 1 UNIT
EX: 3 CREDITS

DEPT CHAIR:

PLEASE INDICATE THE MARIST EQUIVALENT OF THE SELECTED OVERSEAS COURSE:

A. MARIST NUMBER
B. MARIST TITLE
C. MARIST CREDITS

DEPT CHAIR:

PLEASE VERIFY COURSE APPROVAL BY SIGNING BELOW.

PLEASE PRINT YOUR LAST NAME BELOW SIGNATURE.

DEPT CHAIR:

If a SPECIAL TOPICS COURSE is approved, please indicate below if it fulfills a CORE requirement, and the CREDIT value of the special topics course.

CORE AREA:______________ CREDITS:_______

SIGNATURE:____________________________

CORE AREA:______________ CREDITS:_______

SIGNATURE:____________________________
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<tr>
<td>A. OVERSEAS NUMBER</td>
<td>A. MARIST NUMBER</td>
<td>A. B. C.</td>
<td>A. B. C.</td>
<td>CORE AREA: __________ CREDITS: ______</td>
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<td>B. OVERSEAS TITLE</td>
<td>B. MARIST TITLE</td>
<td>A. B. C.</td>
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**REQUIRED SIGNATURES:**

STUDENT _____________________________________________________ Date: __________

ACADEMIC ADVISOR ___________________________________________ Date: _______ PRINT LAST NAME ________________________________

Rev: 10/2/12