As a MIP Semester/Academic Year Abroad participant you must:  

- Enroll in a full study abroad course load abroad of 12 to 16 Marist credits per semester.  
  - To enroll in more than 16 credits abroad you must have approval from the Dean of Marist International Programs, and you must pay the added tuition cost to Marist in advance. Tuition rates: [http://www.marist.edu/financialaid/tuitionandfees.html](http://www.marist.edu/financialaid/tuitionandfees.html)
- Follow the instructions of your MIP Coordinator for locating overseas course lists.
- Obtain approval on this form for each course, alternate course, and internship you plan to enroll in abroad.
- **Course flexibility is important:** We cannot guarantee your preferred courses will be offered; therefore, 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., consult your degree audit, your academic advisor, the Registrar, or Student Financial Services.
- **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.
- After arrival overseas you must report by e-mail (to the Coordinator noted above) your overseas courses as soon as enrollment with the host institution is finalized. If course registration is not reported by the 5th week of the overseas program, MIP may not grant credit for any of your overseas coursework. If you have not provided your MIP Coordinator with a complete list of your courses and evidence of chair approval of each course, you will not receive major, minor, or core credit for your courses(s).
- **MIP grades transfer to the Marist record,** and are calculated in the **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.
- Obtain approval where indicated for an internship abroad, and complete additional internship forms. Please contact your MIP Coordinator or Internship Supervisor (faculty member) for more information.
- **White-out and cross-outs are not permitted on this form—if an errors is made cross out the entire line. Submit multiple forms if necessary.**
**IMPORTANT!** COURSE DESCRIPTIONS or SYLLABIs must be attached to this form BEFORE submitting for departmental evaluation and approval.

<table>
<thead>
<tr>
<th>INTERNSHIP ABROAD</th>
<th>CREDITS</th>
<th>MARIST INTERNSHIP COURSE #</th>
<th>INTERNSHIP SUPERVISOR APPROVAL</th>
<th>DEPT CHAIR APPROVAL</th>
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<tbody>
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<td>(BUS, COM, FASH, etc)</td>
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</table>

**STUDENT:**

**STUDENT:**
LIST YOUR OVERSEAS COURSE SELECTIONS BELOW:

A. OVERSEAS NUMBER
B. OVERSEAS TITLE

**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.

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A. B. C.

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CORE AREA: ________________ CREDITS: ______
SIGNATURE: ____________________________

CORE AREA: ________________ CREDITS: ______
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CORE AREA: ________________ CREDITS: ______
SIGNATURE: ____________________________

**REQUIRED SIGNATURES:**

STUDENT _____________________________________________________ Date: ________

ACADEMIC ADVISOR _____________________________________________ Date: _______ PRINT LAST NAME _____________________________________________

Rev: 8/28/14