

**LEHIGH STUDY ABROAD**  
**Application for Course Approval**

_____	_____
(Student's name – please print)	(Lehigh Identification Number)
_____	_____
(Study Abroad Host University / Program)	(Term Abroad)

**\*Note: This form is due no later than Dec. 1st / May 1st\***

**To the Student:** Meet with your academic advisor to review your course selection and discuss how these courses fit in with your major/minor/graduation requirements; your major advisor must approve and sign this form after it is complete. To get your courses approved, make an appointment and take this form along with the course descriptions and/or syllabi for the courses you expect to take abroad to the Department Chair of the relevant academic departments. \*Non-major/minor courses may be approved by either department chair or the Registrar's office by appointment only.

**To the Department Chair:** please review the course syllabi provided by the student to determine if the course the student expects to take abroad is appropriate for credit at Lehigh University. If the course syllabi does not reflect appropriate academic rigor expected for Lehigh University, you should not approve such a course. If the course is not sufficiently equivalent to the content of a specific Lehigh course, you may choose to use a "special topics" or "independent study" course approval. A student may receive credit for a given course only once in a term. The department may recommend the number of credits the abroad course is equivalent to, however, the Lehigh University Registrar will determine the final evaluation of credit.

1. Course Title & No.: _____	Credit listed: _____	
Lehigh Equivalent: _____	Lehigh credit: _____	
Dept. Approval (print): _____	Major/Minor Requirement? _____	Yes No
Dept. Approval (signature): _____	Date: _____	
2. Course Title & No.: _____	Credit listed: _____	
Lehigh Equivalent: _____	Lehigh credit: _____	
Dept. Approval (print): _____	Major/Minor Requirement? _____	Yes No
Dept. Approval (signature): _____	Date: _____	
3. Course Title & No.: _____	Credit listed: _____	
Lehigh Equivalent: _____	Lehigh credit: _____	
Dept. Approval (print): _____	Major/Minor Requirement? _____	Yes No
Dept. Approval (signature): _____	Date: _____	
4. Course Title & No.: _____	Credit listed: _____	
Lehigh Equivalent: _____	Lehigh credit: _____	
Dept. Approval (print): _____	Major/Minor Requirement? _____	Yes No
Dept. Approval (signature): _____	Date: _____	

5. Course Title & No.: \_\_\_\_\_ Credit listed: \_\_\_\_\_  
 Lehigh Equivalent: \_\_\_\_\_ Lehigh credit: \_\_\_\_\_  
 Dept. Approval (print): \_\_\_\_\_ Major/Minor Requirement? Yes No  
 Dept. Approval (signature): \_\_\_\_\_ Date: \_\_\_\_\_

6. Course Title & No.: \_\_\_\_\_ Credit listed: \_\_\_\_\_  
 Lehigh Equivalent: \_\_\_\_\_ Lehigh credit: \_\_\_\_\_  
 Dept. Approval (print): \_\_\_\_\_ Major/Minor Requirement? Yes No  
 Dept. Approval (signature): \_\_\_\_\_ Date: \_\_\_\_\_

**Student Agreement:**

I agree to the following conditions specified below by the Lehigh Abroad office and the University Registrar:

- ❖ All courses must be taken at an accredited institution of higher education.
- ❖ I must enroll in at least 12 credits (and fulltime status as prescribed by host institution) while abroad.
- ❖ I must take all courses abroad for a letter grade. Pass/fail courses will NOT be accepted for Lehigh credit.
- ❖ I must earn a "C" (2.0) or better to receive credit for a course at Lehigh.
- ❖ The Lehigh equivalent course title and the credit hours will appear on my Lehigh transcript.
- ❖ Grades will not be posted on my Lehigh transcript, nor be figured into my cumulative GPA.
- ❖ Study abroad courses may not be used to delete a prior "D" or "F" from a student's cumulative GPA at Lehigh.
- ❖ The Lehigh University Registrar makes final approval of course credit hours after receipt of an official transcript.
- ❖ I will receive a maximum of 16 credits for a semester of study abroad, unless advanced approval is obtained from the SOS committee and the Lehigh Abroad Faculty Policy Committee.
- ❖ It is my responsibility to request an official transcript of my completed study abroad coursework be sent to the Director of Study Abroad, 32 Sayre Drive, Coxe Hall, Room 110, Bethlehem, PA 18015-3198

**I HAVE READ THE INSTRUCTIONS AND UNDERSTAND THE POLICIES FOR OBTAINING CREDIT FOR STUDY ABROAD.**

\_\_\_\_\_  
 Student Signature \_\_\_\_\_  
 Today's Date

**Approval from Student's Major Advisor**

I have looked over the courses listed above and I approve the student's choice of courses and participation in this study abroad program.

\_\_\_\_\_  
 Faculty Advisor (please print)  
 \_\_\_\_\_  
 Faculty Advisor (signature) \_\_\_\_\_  
 Today's Date

**Study Abroad Office Approval**

The above named student is attending a study abroad program reviewed and approved by the Lehigh Abroad office.

\_\_\_\_\_  
 Signature of Director, Study Abroad Office \_\_\_\_\_  
 Today's Date