

Notes for Faculty and Students

Example for completing this form:

| Host Institution Course Title (and number, if available) in language of host country and English | SJSU Dept. and Course # Equivalent | Number of Units | Major, Minor, G.E. or Elective | Appropriate Advisor's Signature |
|---|---------------------------------------|--------------------|-----------------------------------|---------------------------------|
| <i>Español Intermedio</i> | SPAN 25A | 5 | Major | Signature |
| <i>Intermediate Spanish</i> | | | | |

- All coursework completed on certified SJSU Study Abroad programs is considered “resident credit” and can be pre-approved by the appropriate academic department prior to participation in the program. (Students who participate in independent, non-certified programs should not use this form because that coursework is considered “transfer credit” and cannot be pre-approved. After completion of the independent program, students should take their official transcript to Admissions & Records to be evaluated according to normal transfer of credit procedures.)
- All courses taken abroad must be listed on this form with an equivalent SJSU dept. and course number, units and the purpose of the course (major/minor/G.E./elective). Even if a course does not meet any graduation requirements, or if it is combined with other courses to meet one requirement, it still must have its own equivalent on this form.
- Academic advisors or department Chairs can be flexible in their interpretation of course equivalencies. For example, Kenyan Literature could be translated as World Literature (ENG 1????)
- If no similar course exists at SJSU, it should be numbered on this form as 92 (lower division), 192 (upper division) or 292 (graduate) (with the approval of the appropriate department). For example: Beginning Swahili language = ForL 092; History of the European Union = HIST 192; Japanese Business Practices = BUS 192???. Study Abroad courses that are a different number of units than their SJSU equivalent can also be numbered 92/192/292.
- Academic advisors can approve any courses that will meet their department’s major or minor requirements. Electives that do not meet major or minor requirements must be approved by the appropriate department for that class (i.e. an academic advisor in the Art Dept. could not approve a business course, and vice versa).
- Students who wish to use Study Abroad coursework to meet lower division or advanced General Education requirements should meet with General Education advisors in Undergraduate Studies and complete the appropriate substitution forms.

Notes for Students

List the host institution courses in which you would like to enroll. It is recommended that you identify five to six courses per semester that you plan to be abroad. You will need alternate choices in case a course is not offered that particular term or if you do not have the appropriate prerequisites. When you take this form to your academic advisor, be prepared to show them complete course descriptions (when available). Do not assume that they already have this information.

Upon arrival at the host institution, and after actual enrollment in courses, if there are any changes to the approved courses listed on this form, it is your responsibility to complete a new Academic Approval Form, obtain the appropriate signatures, and send the updated form to the Study Abroad Coordinator.

After you complete all the required coursework and exams, and pay any outstanding debts owed to the host institution, the host institution will mail an official transcript to the SJSU Study Abroad Office (usually 1 – 2 months after completion of the term). If your semester abroad completes your requirements for SJSU and you are applying for graduation, ask the Coordinator of the host institution to send your transcripts as soon as possible. The Study Abroad Coordinator will attach this Academic Approval Form to the transcript and forward it to Undergraduate Studies and Admissions & Records. All courses are considered “resident credit” and will be posted on your SJSU records with SJSU course equivalencies and units, as well as U.S. grades. There will also be a notation of the university and country in which you studied.

If this form is incomplete or filled out incorrectly, it is your responsibility to make the appropriate corrections. The host institution coursework cannot be posted on your SJSU records until this form is complete and accurate.

Please read the following statement and sign below:

I have read and understand the information above. I understand that it is my responsibility to make sure that this form is complete and accurate.

Student's Signature: _____ **Date:** _____

All questions and completed forms should be directed to:

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