

# ACADEMIC PLANNING

## Study Abroad

This form is for University of Minnesota Twin Cities undergraduate students only.

### WHY DO I NEED TO COMPLETE THIS FORM?

Having a documented conversation with your academic advisers prior to studying abroad will help you make a more informed decision about which courses to take while you are overseas and provide you with a record of the decisions made. Your academic advisers may be able to point out additional considerations for you that are specific to your major, minor, or college of enrollment.

Being aware of how your study abroad coursework can potentially fulfill your requirements can help you complete degree requirements more efficiently and quickly, helping you graduate on time.

### INSTRUCTIONS

- Step 1: Research course offerings for your study abroad program and find out what degree requirements you need to fulfill.
- Step 2: List your desired study abroad courses and alternate choices on this form. If specific course titles are not available, list the subjects you want to study. Then check the boxes for the degree requirements you want each course to fulfill.
- Step 3: Schedule appointments with your advisers to discuss course selection and degree plan. Do this early, since advisers' schedules sometimes fill several weeks in advance. Consult the back of this form for suggested topics to discuss during your advising meeting. All students must meet with a college adviser. In addition, consult the advisers listed below if you have specific needs:

If you want to fulfill:	Meet with:
Major requirements	Major department adviser
Minor requirements	Minor department adviser
Liberal Education requirements	Consult Liberal Education database*
Second language requirement/proficiency	Language department adviser

\* <https://oipsecure.umn.edu/libEd/index.php>

- Step 4: Bring your Advising Handbook to each appointment for reference. Bring course descriptions and/or syllabi if possible. Advisers will write their comments next to each course you have listed on the form, then sign the form. Ask your adviser to remove any advising holds effective during your study abroad and the term immediately after your study abroad.
- Step 5: After you have met with your advisers, sign the form. This indicates that you understand how to use courses toward your degree.
- Step 6: Upload completed form to your confirmation checklist. Keep a copy for your records.
- Step 7: When you return from abroad and your coursework has been posted to your University of Minnesota transcript, bring a copy of the Academic Planning Form and any related course materials back to your advisers to apply coursework to your degree requirements.

If you or your advisers have questions about completing this form, call the Learning Abroad Center at 612.626.9000.

## LIST THE COURSES YOU PLAN TO TAKE UPON RETURN TO CAMPUS

### ADVISERS' SIGNATURES & COMMENTS

(Major/Minor adviser signatures needed only where credit is desired)

I have met with this student and discussed study abroad plans in relation to academic plans. Application of study abroad coursework to degree requirements may be contingent upon final approval of department or college adviser after completion of the study abroad program.

#### College Adviser (Required for all students)

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

College \_\_\_\_\_ Phone Number \_\_\_\_\_

Comments \_\_\_\_\_

#### Major Adviser

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

College \_\_\_\_\_ Phone Number \_\_\_\_\_

Comments \_\_\_\_\_

#### Second Major or Minor Adviser (circle one)

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

College \_\_\_\_\_ Phone Number \_\_\_\_\_

Comments \_\_\_\_\_

#### Language Department Adviser (if not for major or minor)

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

College \_\_\_\_\_ Phone Number \_\_\_\_\_

Comments \_\_\_\_\_

#### Student Signature

I understand how my study abroad courses can be applied to my degree.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please keep a copy for yourself, give a copy to your adviser, and submit a copy to the Learning Abroad Center.

# ACADEMIC PLANNING FOR STUDY ABROAD FORM

This form helps determine the connection between degree requirements and study abroad coursework. Regardless of college of enrollment, University of Minnesota students wanting to fulfill degree requirements for study abroad must submit this form to the Learning Abroad Center at least one month prior to departure. Attach a separate sheet if needed. Advisers' signatures on this form give an assessment of how credits may be used, but do not guarantee credit or applicability of courses toward degree requirements. Advisers may need to review course materials upon your return before making a final decision.

Last name \_\_\_\_\_ First name \_\_\_\_\_ Student ID # \_\_\_\_\_

Program & Location \_\_\_\_\_ Major(s) \_\_\_\_\_

Term(s) \_\_\_\_\_ Minor(s) \_\_\_\_\_

What kind of credit will you receive?

Resident Credit  Transfer Credit

Has your adviser removed any advising holds effective during your time abroad and the term immediately after your return?

Yes  No

Expected Graduation Date \_\_\_\_\_

Use the area below to indicate the courses you would like to take while abroad. If specific course listings are not available, indicate the subject you intend to take and list the requirements you would like the course to fulfill. Your advisers will specify more details about the desired course content, how the course may fulfill requirements, and any additional requirements—such as evaluation of course materials—upon return. Your adviser may also choose to check whether the course has their final approval or pre-approval.

**Tentative Approval:** In order for this course to satisfy a degree requirement, additional documentation must be reviewed by appropriate academic adviser upon your return (syllabus, exams, papers, textbooks).

**Final Approval:** With the appropriate academic adviser's signature, this course fulfills stated degree requirement without further documentation.

Study Abroad Course Number and Title	Semester Credits	Requirement Fulfilled e.g. History Major, Historical	Adviser Initials & Comments	Tentative Approval	Final Approval

I elect not to use this form and understand that study abroad credit may not fulfill any degree requirements.

## **QUESTIONS TO ASK A LEARNING ABROAD CENTER ADVISER**

- Will my study abroad program earn resident credit or transfer credit?
- How can I find course descriptions for my courses abroad? (Look first on the Learning Abroad Center website, in Resource Center binders, or in your program catalog or handbook.)
- I plan to graduate soon (if applicable). How does this affect my academic planning?
- I would like to fulfill Liberal Ed requirements while abroad. How do I know if my courses meet these requirements?

## **WHAT TO BRING TO YOUR ACADEMIC ADVISING MEETING**

- Your academic planning form
- Copies of course descriptions or related information on the courses you are interested in taking while abroad
- Your advising handbook

## **QUESTIONS TO ASK YOUR COLLEGE ADVISER**

- What degree requirements do I have left to complete?
- I have copies of course descriptions\* for courses I am considering taking while abroad. Do these courses meet any of my requirements outside my major or minor?
- My study abroad program will earn resident credit/transfer credit (ask a Learning Abroad Center adviser if you're not sure). How does that affect my academic planning?
- What do I need to do to follow up with you when I return from study abroad?

## **QUESTIONS TO ASK YOUR MAJOR/MINOR ADVISER**

- What major/minor requirements do I have left to complete?
- Are there particular requirements you recommend I should/should not try to complete abroad?
- (If your program earns transfer credit) Will you accept ungraded transfer credit for my major/minor requirements?
- I have copies of course descriptions\* for courses I am considering taking while abroad. Do these courses meet any of my major/minor requirements?
- What should I do if I get abroad and can't take these classes? May I email you for guidance in making alternative choices?
- What do I need to do to follow up with you when I return? What should I bring back with me (e.g., course syllabi)?

## **Learning Abroad Center**

230 Heller Hall, 271 19th Avenue South, Minneapolis, MN 55455

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