



INSTRUCTIONS FOR OBTAINING NIU ACADEMIC CREDIT FOR AN APPROVED STUDY ABROAD PROGRAM

Credit approval forms are used to guarantee that you will receive credit for your studies abroad. All students must have their courses approved separately and individually **before** your application will be considered complete. Please do not assume that a course will be approved for you because it was approved for another student. Students are required to have at least 18 credit hours approved per semester and at least 9 credit hours approved during the summer. This ensures that you will receive credit if your first choice is not available to you, a course is canceled or if it is no longer available.

To begin the credit approval process you should review an approved provider's course selections for the time you plan to study abroad. The courses are usually available in a printed publication or on the provider's web site. After you have selected your courses of study, you will want to print out any information regarding the course and make an appointment with the department chair. For example if you found a course on Modern Poets and European History, you would want to set up an appointment with the English Department Chair as well as the History Department Chair. Please make sure you are prompt for your appointment and that you have all supporting documentation; i.e. syllabi, course readings, and contact hours so that an NIU equivalency can be found.

If there is not an exact NIU equivalency within the department, the Committee on the Undergraduate Curriculum (CUC) approved INTL (Study Abroad) 101, 201, 301, and 401, offered through the Division of International Programs, to be used for courses taught abroad that are disciplinary but for which there was no direct departmental equivalent. INTL courses may be repeated at each course level up to 9 credit hours.

If the chair or adviser chooses an elective, we will need the actual course number not just the course level. Be sure that each department chair or adviser signs the course approval form for all approved course equivalents. Some departments may limit the number of hours that you can transfer from your overseas experience. Please make sure that you carefully verify this with the department.

All NIU and host institution rules and regulations will apply to your overseas studies. It is your responsibility to make sure you have read and understand these rules and regulations. In no case will a regulation be waived or an exception granted because students plead ignorance of, or contend that they were not informed of, the regulations or procedures. Questions regarding regulations and their interpretation should be addressed to the Study Abroad Office staff.

If you have general questions or are having problems obtaining course syllabi or documentation please contact Amy Edwards, Study Abroad Registrar at amyedwards@niu.edu or call at 753-9529. While the Study Abroad Registrar cannot advise you on academic policies, she can help direct you to the appropriate person.

All courses taken abroad will transfer to your NIU records and will be calculated into your cumulative grade point average. They will affect your overall grade point average.

ADDITIONAL INSTRUCTIONS REGARDING FOREIGN LANGUAGE CREDIT

The Foreign Language Coordinator as well as the Foreign Language Chair must sign off on all Foreign Language credit. Please call 753-1501 to set up meetings with the language coordinator, as well as the Chair.

Please take the following items to both of your meetings:

- Study Abroad Credit Approval Forms – Attached
- Program information such as flyers, brochures other printed matter
- Detailed syllabi or course information for each course including number of contact hours
- Unofficial copy of your NIU transcript
- Documentation of your major/minor and whether or not you are taking courses abroad to fulfill a BA requirement.

NOTE

The Study Abroad Credit Approval Form is not a pre-registration or registration document of your host university or program. It is strictly a Northern Illinois University academic approval form which is used to guarantee your credit for classes that you plan to take while abroad. It is not sent to your host university or program abroad.
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If you have any questions, please contact Amy Edwards, Study Abroad Registrar by email at amyedwards@niu.edu, or by phone at (815) 753-9529.



STUDY ABROAD CREDIT APPROVAL FORM

Participant's Name

Student ID Number

Name of Program

Term of Study

Country

Name of Host Institution

EXAMPLE

Overseas Course Title	NIU Course Equivalent	Hours
Beginning Spanish	FLSP 101 Elementary Spanish	3

STUDENTS MUST PROVIDE A DETAILED STUDY ABROAD COURSE DESCRIPTION OR SYLLABUS

Overseas Course Title	NIU Course Equivalent	Hours

Name of Faculty Member Approving Credit (print)

Department Name

Signature

Date

Overseas Course Title	NIU Course Equivalent	Hours

Name of Faculty Member Approving Credit (print)

Department Name

Signature

Date

IMPORTANT: All courses taken overseas courses will apply to your NIU records and will be calculated into your cumulative grade point average. This form may only be used to secure credit for the above named NIU student who will be enrolled in an approved Study Abroad Program. This form will not guarantee credit for a

study abroad experience independent of the NIU Study Abroad Office.



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