



Northern Illinois University

Study Abroad Office

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 on the provider's web site. Once you have selected your courses, take the syllabus to the proper department for signatures. 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 as well as the History Department. **Departments are only able to approve credit for the courses in their department.**

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 a department elective, **we will need the actual course number.** Be sure that each department chair or adviser signs the course approval form for all approved course equivalents.

If you have general questions or are having problems obtaining course syllabi or documentation please contact Amy Pitts, Study Abroad Registrar at amypitts@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.



Northern Illinois University

Study Abroad Office

Study Abroad Credit Approval Form

Participant's Name _____

Student ID Number _____

Provider/Location _____

Program name: if applicable _____

Major _____

Study Abroad Term _____

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 a syllabus

Overseas Course Title	NIU Course Equivalent	Hours

Course Approval: only for the above named student ____ or any study abroad student ____

Name of Faculty Member Approving Credit (print)

Department Name

Signature

Date

Overseas Course Title	NIU Course Equivalent	Hours

Course Approval: only for the above named student ____ or any study abroad student ____

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.



Northern Illinois University

Study Abroad Office

Study Abroad Credit Approval Form

Participant's Name _____

Student ID Number _____

Provider/Location _____

Program name: if applicable _____

Major _____

Study Abroad Term _____

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 a syllabus

Overseas Course Title	NIU Course Equivalent	Hours

Course Approval: only for the above named student _____ or any study abroad student _____

Name of Faculty Member Approving Credit (print)

Department Name

Signature

Date

Overseas Course Title	NIU Course Equivalent	Hours

Course Approval: only for the above named student _____ or any study abroad student _____

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.