



Study Abroad Pre-Approval Form

Student Name: _____ AU ID: _____

Abroad Location: _____ Major: _____

Program Name: _____ Semester and year going abroad: _____

Cumulative GPA: _____ GPA requirement of abroad program: _____

Study abroad requires a significant amount of planning, organization, maturity and responsibility. All SOC students applying to study abroad must complete this form with their advisor in order to receive approval from their SOC Advisor. Students must also meet with the advisor of their minor or second major. Upon completion, students will be responsible for knowing and utilizing this information while abroad. Once you have read the items below, please make an appointment with your SOC advisor to go over course planning and get any questions answered.

Please acknowledge each of the items by initialing to the left of each statement:

- I understand that I am responsible for understanding what my scholarship and financial aid requirements are for the year (credits and grades) and responding accordingly.
- I understand that I must submit a *Student Authorization to Release Student Records* form for anyone other than myself to talk to advising about my academics. <https://www.american.edu/provost/registrar/forms.cfm>
- I understand that Advisor approval to study abroad is granted based on successful completion of all of my courses in the current semester. Approval will be withdrawn if required courses are failed, my cumulative GPA falls below what is required for my abroad program, and/or satisfactory academic progress is not met. I understand that if approval is withdrawn, this may result in my late registration for courses at AU and forfeiture of any/all investment in my abroad experience, including the program fee, airfare, housing deposits, etc.
- I understand that if I need courses articulated which are not in the course equivalency database, I must submit a new online course equivalency request. The course equivalency request process can take a minimum of two weeks, so I need to allow enough time to obtain the equivalency before my final registration is due.
- I understand that I will be required to submit Course Reporting to my AU Abroad advisor before I am able to register for the following semester at AU. A hold will be placed on my account by the Abroad Program Advisor and will only be lifted, allowing registration, after I submit my registered abroad courses through this process.
- I understand that I can take **no more than two Communication courses** or 6 credits abroad for a SOC major. Students attending FAMU in Prague or the NYFA in Australia are permitted take 10 Communication credits toward their degree. For a Communication minor, I understand that I can take only one minor course abroad.
- I understand that the process to take a course as pass/fail is outlined on the Study Abroad website. I have read this and will refer to this guidance if I am considering pass/fail. I also understand that the same AU and

SOC policies apply as to which courses can be taken Pass/Fail (Only electives can be taken Pass/Fail, only 1 course can be taken Pass/Fail per semester, no more than 4 courses can be taken Pass/Fail overall).

- I understand that the grades and credits earned abroad will translate directly onto my transcript and into my cumulative GPA. In most cases I must request that the abroad transcript be sent back to AU. I understand that the process can take several months and may impact the timing of my financial aid package.
- I understand that I am responsible for the scheduling of my courses for the following semester while I am abroad. I am responsible for understanding which courses I will need to continue meeting my graduation requirements and all of the steps necessary for getting cleared to register.

Course recommendations selected with advisor:

Recommended abroad courses

Courses for semester following abroad

Student Printed Name

AU ID

Student Signature

Date

SOC Advisor Name

SOC Advisor Signature

Date