



Study Abroad Pre-Approval Form

Student Name: _____ AU ID: _____

Abroad Location: _____ Major: _____

Program Name: _____ Minor or Second Major: _____

Cumulative GPA: _____ Semester and year going abroad: _____

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 Approval will be withdrawn if required courses are failed, my cumulative GPA falls below what is required for my abroad program, and/or satisfactory academic progress is not met. I understand that if approval is withdrawn, this may result in my late registration for courses at AU and forfeiture of any/all investment in my abroad experience, including the program fee, airfare,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 how to interpret the course equivalency database for my major/minor and will take courses approved for my major/minor.
- 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 are permitted take 10 Communication credits toward their degree.
- I understand that for a Communication minor, I can take only one minor course abroad.
- I understand that my primary advisor will not provide Abroad Authorization until all of my minors, majors, and/or certificates are fully declared and visible on the audit.
- 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.
- I understand the total credits that my graduation planning requires me to take while abroad. My personal total minimum required is _____.

Course recommendations selected with advisor:

Recommended abroad courses	How does this course count	Courses for semester following abroad
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

_____ Student Printed Name	_____ AU ID	_____ Student Signature	_____ Date
_____ SOC Advisor Name		_____ SOC Advisor Signature	_____ Date