



## STUDY ABROAD COURSE APPROVAL FORM

For which term and year: (check one) ☐ FALL ☐ SPRING ☐ SUMMER

☐ 2023 ☐ 2024 ☐ 2025 ☐ 2026 ☐ 2027

MCID#: \_\_\_\_\_ Student Name: \_\_\_\_\_  
(Morehouse College ID Number - NO SSN#s) (First Name, Middle Initial, Last Name)

Telephone Number: \_\_\_\_\_ Morehouse Email: \_\_\_\_\_  
(REQUIRED)

Major: \_\_\_\_\_ Classification: (check one) ☐ FR ☐ SO ☐ JR ☐ SR

Study Abroad Program/Foreign Institution: \_\_\_\_\_

### GUIDELINES (Please Read Carefully)

- The Study Abroad Course Approval Form must be completed with all required signatures BEFORE you depart for your study abroad program.
- Students must forward their official/confirmed course schedule to [pie@morehouse.edu](mailto:pie@morehouse.edu) within 21 days of arrival at their study abroad program.
- A minimum of (12) twelve credit hours **must** be taken while studying abroad for a semester. Courses cannot be taken as Pass (P) or Fail (F). Students who travel on study abroad experiences and enroll in courses for academic credit without prior approval WILL NOT receive their academic credit even if an official transcript from the host institution is presented thereafter.
- Summer study abroad courses are processed as transfer credits and will not count towards GPA calculation.
- Departmental approval must correspond with the equivalent department where the course is taught at Morehouse College. Your major Department Chair should not approve equivalencies outside of his/her area.
- Once departmental equivalencies have been obtained and approved, the major Academic Advisor and Department Chair must sign the off-campus approval form as final academic authority.
- **Must earn a "C" or better to be considered and transferred back to home institution.**
- The Office of Records & Registration will determine eligibility based on academic standing and total transfer hours.

Course Code and Course Number at Study Abroad Program/Foreign Institution (e.g., SOC 236) (Completed by Student)	Course Title at Study Abroad Program/Foreign Institution (Completed by Student)	Course Credit Hours (Completed by Student)	Morehouse College Equivalent Course Number and Course Title (Completed by Department Chair)	Corresponding Department Chair Approval (signature)

Link: Morehouse – Academic Department Chairs and Division Coordinators

☐ Student is currently in good academic standing. ☐ Student is currently not in good academic standing.

☐ Academic Advisor Approval

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

(REQUIRED)

☐ Major Department Chair Approval

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

(REQUIRED)

☐ Office of Records & Registration Approval

AR Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(All guidelines verified)