1) List the courses that you intend to take while studying abroad, as well as several courses to be used as alternates if your original course selection is not available.

2) Make sure to list any required courses you will be taking (language course, a core seminar, a course in a foreign language at a university, etc.) SEE ACADEMIC POLICIES for requirements.

3) If the course catalog for the university you are studying at has not been published yet, list any courses that you are required to take and indicate that you will obtain final approval for your courses via e-mail.

4) If you are studying on a program with a prescribed course of study (such as SIT), simply list the set coursework that you will take.

5) Each course must be signed for by an **approver:**

■ For courses that you wish to count as electives within your **major** or **sequence**, the approver is your **department/program chair**. Students may generally count up to one or two courses per semester towards their major with departmental approval.

■ For courses counting towards **GE** requirements, the approver is the **chair** of the academic department responsible for that GE.

■ **All other courses – those not counting towards a major or a GE – must be approved by the Registrar.**

■ For a course to be approved, it must be worth at least three U.S. semester credits.

■ You must enroll in a minimum of 15 U.S. semester Credits.

■ Approvers reserve the right to make final approval contingent on the provision of a syllabus or a collection of work received after the course is complete.

■ CMC grants one-half credit for internships completed abroad as long as such internship includes an approved academic component (i.e. course) which must be completed for a letter grade. Receiving one-half credit for an internship abroad means that students receive 3.5 course credits instead of 4 for the semester. The academic component must be reviewed by the Registrar to see if it meets CMC's academic requirements before approval will be granted.

SAMPLE

Proposed Course Title/Code	#US Credits	Language of Instruction	Approver's Name	Approver's Signature
Required Spanish Course	_3_	Spanish	Elizabeth Morgan	*Elizabeth Morgan*
Fulfills … ❑ Major 1 ❑ Major 2 ❑ GE ☒ Other/Elective				
History of Ancient Philosophy	_3_	Spanish	Alex Rajczi___	*Alex Rajczi*
Fulfills …☒ Major 1 ❑ Major 2 ❑ GE ❑ Other/Elective				
University Course	_3_	Spanish	_____	*Possible Approval Upon Registration*
Fulfills … ❑ Major 1 ☒ Major 2 ❑ GE ❑ Other/Elective				
History of Spanish Painting	_3_	Spanish	Elizabeth Morgan	*Elizabeth Morgan*
Fulfills … ❑ Major 1 ❑ Major 2 ❑ GE ☒ Other/Elective				
Religion in Contemporary Spain	_3_	Spanish	Gary Gilbert	*Gary Gilbert*
Fulfills … ❑ Major 1 ❑ Major 2 ☒ GE ❑ Other/Elective				

Name: _____ Program: _____ City, Country: _____

Major 1: _____ Major 2: _____

Proposed Course Title/Code	# of Credits issued by Program	Language of Instruction	Approver's Name	Approver's Signature
_____ Fulfills … ❑ Major 1 ❑ Major 2 ❑ GE 　　　　　 ❑ Other/Elective 　　❑ Sequence	_____	_____	_____	_____
_____ Fulfills … ❑ Major 1 ❑ Major 2 ❑ GE 　　　　　 ❑ Other/Elective 　　❑ Sequence	_____	_____	_____	_____
_____ Fulfills … ❑ Major 1 ❑ Major 2 ❑ GE 　　　　　 ❑ Other/Elective 　　❑ Sequence	_____	_____	_____	_____
_____ Fulfills … ❑ Major 1 ❑ Major 2 ❑ GE 　　　　　 ❑ Other/Elective 　　❑ Sequence	_____	_____	_____	_____
_____ Fulfills … ❑ Major 1 ❑ Major 2 ❑ GE 　　　　　 ❑ Other/Elective 　　❑ Sequence	_____	_____	_____	_____
_____ Fulfills … ❑ Major 1 ❑ Major 2 ❑ GE 　　　　　 ❑ Other/Elective 　　❑ Sequence	_____	_____	_____	_____
_____ Fulfills … ❑ Major 1 ❑ Major 2 ❑ GE 　　　　　 ❑ Other/Elective 　　❑ Sequence	_____	_____	_____	_____

I understand that this is a preliminary list, and I have listed all required courses. Once I am abroad, I understand that if my course selections change from those approved here, it is my responsibility to inform the Office of Off-Campus Study, the Registrar, and the relevant department/program chair, and obtain approval for my new courses.

Student's Signature: _____ Date: _____ CMC ID# _____