



# STUDY AWAY COURSE APPROVAL FORM

## for Study Abroad & Domestic Exchanges

You are encouraged to design your study away and overall course plan in advance and in close consultation with your Academic Advisor and Faculty. You may focus on major/minor courses while away or choose to explore other academic disciplines through electives. Study Away programs offer a variety of specialized courses that may not be available at EOU. Focusing your coursework away on the host language and culture is an excellent use of elective credits, for instance.

### COURSE APPROVAL PROCEDURE

A Study Away Course Approval is a record of agreement from an academic department at EOU to accept a course taken at another university to count for an equivalent course at EOU and/or towards an EOU degree requirement.

1. Complete the student information section of the EOU Study Away Course Approval Form.
2. Identify courses to be taken at the host institution. Visit the program's website to find the courses offered. If you have difficulties finding courses, contact International Student Services at [international@eou.edu](mailto:international@eou.edu) or visit the office located in HUB 215, on the 2<sup>nd</sup> Floor of the Hoke Union Building. You can also contact the Diversity, Equity, Inclusion & Belonging department at 541-962-3741.
3. Take your course selection, and if necessary the syllabi (or course descriptions), to your Academic Advisor and with each faculty to discuss each course you will study while away. Make sure you discuss with your Advisor/Faculty whether or not those courses you want to take at the host university will transfer back to meet your EOU degree requirements. It's advised that you save your syllabi, course notes, assignments, homework, etc. from courses that you take while on exchange to aid credit transfer upon your return.
4. List the *Subject and Course Number, Host Credit Hours, Host University Course Title* for each course you plan to take. Listing additional courses is strongly suggested as course offerings can change upon a student's arrival to the host university.
5. With the help of your Academic Advisor / Faculty, indicate how courses will transfer: as a general education, major/minor elective or major/minor requirement. If the course at the host university will be replacing a major course, indicate the EOU course that will be replaced. **Please note: credits earned from courses you take are not guaranteed to transfer if you fail to return this form completed and signed prior to your departure.** If a change of course occurs while you are away, you are responsible to notify contacting the International Student Services at EOU, as well as your Academic Advisor / Faculty. Failure to submit this form could result in delays in graduation, registration for future terms, and release of financial aid and/or scholarship funds.

**PLEASE NOTE: EOU is on a quarter credit (term) system. When transferring in course work from a semester institution, multiply the number of credits by 1.5 to see how many quarter credits will be transferred in (3 semester credits x 1.5 = 4.5 quarter credits). If you are planning to transfer EOU credits to a semester system institution, multiply the number of quarter credits by .67 to find out how many credits will transfer (4 quarter credits x .67 = 2.68 semester credits).**

**EOU considers credits from NSE courses at NSE-partner institutions as transfer credits. EOU considers credits from Study Abroad institutions as EOU credits.**



EASTERN OREGON  
UNIVERSITY

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<b>Please select your program.</b> <input type="checkbox"/> STUDY ABROAD <input type="checkbox"/> NATIONAL STUDENT EXCHANGE (NSE)			
Last Name	First Name	Middle Initial	EOU Student ID Number
Major(s)	Minor(s)	Term / Year Away (i.e. Spring 2020)	
Start Date (i.e. April 1, 2020)	End Date (i.e. June 19, 2020)	Total Number of Courses you plan to take	Total Number of Credit Hours:
Name of Host University		Host City / Host Country	

Proposed Courses to be taken at Host University (to be completed by STUDENT)		
Subject & Course Number	Host Credit Hours	Host University Course Title

EOU Equivalency / Requirements fulfilled (to be completed by Academic Advisor / Faculty)							
Course Number	Course title	Subject	# of EOU Credits	Degree Requirement Met	Advisor / Faculty name (please print)	Advisor / Faculty Initial	Date