



# Ralph J. Bunche International Affairs Center

## Study Abroad Course Approval Form

1. Fill out all fields below.
2. Type and print this form. The Department Chair and Academic Advisor's signatures are the ONLY parts of this application that should be written in.
3. Upload this form into your Bison Abroad Application (do not submit a hardcopy of this form).

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### PERSONAL INFORMATION

LAST NAME:

FIRST NAME:

EMAIL ADDRESS:

CELL:

STUDENT ID:

MAJOR:

CLASSIFICATION:

I have a 3.0+ G.P.A.: Yes or No (circle)

### STUDY ABROAD COURSE APPROVAL INFORMATION

PROGRAM PROVIDER:

TERM:

You are expected to take a full course load with a minimum of twelve (12) credit hours on the abroad program. **All courses must have a dean or a department chair's signature AND your academic advisor's overall approval for all of the Howard courses requested. Taking course abroad for pass/ fail is not an option.** It should be noted that courses indicated below may be changed upon arrival at the host institution. However, any changes to the approved courses must be approved (via e-mail) by your faculty member, dean, or department and submitted to the Study Abroad Office.

Please list the specific courses you plan to take overseas and the Howard equivalency and **at least two** alternate courses in the event your primary courses are unavailable upon arrival in country.

If a study abroad course grants more than three credits, please review the “course contact hours” in the syllabus to determine whether you can request to earn credit for two HU courses worth 3 credits each. This is most often an option with language related course. Review the “course contact hours” or “classroom hours” for the course abroad and understand Howard courses follow this formula:

**3 credits- 45 contact hours**

**6 credits- 90 contact hours**

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Overseas Course Title:

Overseas Course Number:

Overseas Credits:

Overseas Course Contact Hours:

Howard University Course Equivalent:

Howard University Course Number:

Howard University Credits:

Department Signature:

**IF APPLICABLE, list a second course that you would like to gain credit for because the course contact hours equal or exceed 90 contact hours.**

Howard University Course Equivalent:

Howard University Course Number:

Howard University Credits:

Department Signature:

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**ALL** credit hours and grades earned at the host institution abroad are the actual credit hour/grade that will be posted on the Howard record, except where quarter credits are earned.

PARTICIPATION IN THE STUDY ABROAD PROGRAM AND PROPOSED COURSES ARE APPROVED BY:

Dean or Academic Advisor Information (**Full name, Signature, phone number, email address, and office location**):

[Scan and email this form and a copy of your transcript and copy of passport picture/signature page to:](#)

**MaRaina Montgomery, Study Abroad Program Manager**  
studyabroad@howard.edu  
Ralph Bunche International Affairs Center