



REQUEST TO ENROLL IN STUDY ABOARD PROGRAM

1. Students should always contact their advisor when considering taking an off-campus course. **(A course previously attempted at CBU, including a withdrawal cannot be completed off campus.)**
2. Student is to complete the top of the form, including the information for the external institution. Please work with CBU's Study Aboard Director or staff to complete the institution information.
3. Attach (or email) a copy of the course description from the other college's school catalog including school URL.
4. Collect signatures of approval for each course you intent to take from each department chair or dean associated with the course. The Department Chair or Dean will also list a CBU Course Equivalency for the approved course. Can be done in person, or digitally.
5. After approvals and course equivalencies are completed, student will collect the signature of their Department Chair, Dean, and the Study Abroad Office. Student will turn completed form into Registrar's Office (registrar@cbu.edu or Maurelian Hall 100).
6. The student will receive notification from the Office of the Registrar by CBU email whether the request is fully approved or denied.
7. **Do not exchange money for, or take the off-campus course(s) until email approval is received!**
8. Apply for admission to the Study Abroad institution and register as necessary for participation in the program.
9. Once the course is completed, the student must request an Official transcript from the other institution showing completed coursework. Only courses with grades of "C" or better are transferable for credit. Only classes that are approved on this request will count as transfer coursework to CBU. Only credit is transferred (not grades or quality points) and hours will count toward HOPE scholarship benchmark.

Name: _____ ID#: 899 _____ CBU Email: _____@cbu.edu

Major: _____ Academic Advisor: _____

Have you filed an "Intent to Graduate Application? Yes No If yes, anticipated date of graduation (Term & Year)? _____

I request permission to take the following course(s) off campus as a Study Abroad Program at:

External School Name: _____ Location (City, Country) _____

Term: Summer Fall Spring Year: _____ Course Dates: _____

Are you planning to use Federal Financial Aid or CBU Scholarships: Yes No, I am self-paying

External Dept. Prefix / #: Example: CHEM 212	External Course Title: Example: Organic Chem II	Credit Hours: Example: 3	THIS BOX IS FOR STAFF USE ONLY: CBU Course Equivalency
1.			
2.			
3.			
4.			
5.			

I understand that I must meet all graduation and enrollment requirements as published in the Christian Brothers University catalog in order to graduate. I have not previously attempted the equivalent course at CBU. If I checked that I am planning to use Federal Financial Aid or CBU Scholarships, I understand the above courses need to fit within my Course Plan of Study (CPoS) to qualify.

Student's Signature: _____ Date: _____

FOR FACULTY / STAFF USE ONLY

	Signatures	Date	Circle One
Department Chair or Dean of Course #1			<input type="checkbox"/> Approve <input type="checkbox"/> Deny
Department Chair or Dean of Course #2 (only if taking)			<input type="checkbox"/> Approve <input type="checkbox"/> Deny
Department Chair or Dean of Course #3 (only if taking)			<input type="checkbox"/> Approve <input type="checkbox"/> Deny
Department Chair or Dean of Course #4 (only if taking)			<input type="checkbox"/> Approve <input type="checkbox"/> Deny
Department Chair or Dean of Course #5 (only if taking)			<input type="checkbox"/> Approve <input type="checkbox"/> Deny

Department Chair of Student's Major			<input type="checkbox"/> Approve <input type="checkbox"/> Deny
Dean of Student's Major			<input type="checkbox"/> Approve <input type="checkbox"/> Deny
Study Abroad Office			<input type="checkbox"/> Approve <input type="checkbox"/> Deny
Registrar's Office			