

STUDY ABROAD PROPOSAL – PART III

Please carefully read the information below and share it with your Departmental Representative and other faculty members who will be reviewing and approving your proposed courses.

Princeton Policies for Credit Transfer for Study Abroad

You are expected to take a normal (not minimum) course load at the overseas university or program that you attend. The exact number of courses taken abroad may vary, depending upon the academic structure of the program abroad. A Princeton course is the equivalent of four credit hours, and at least 15-16 semester credit hours equal four Princeton courses or a full semester of credit. When you select courses, please refer to the most recent course information provided by your academic program. You may have some extra courses preapproved to allow more flexibility once you are abroad. If alternate courses are approved, *you must confirm final course selections with the Office of International Programs. Please remember to include a course description for each course listed on this proposal.*

Elective Credit: Courses taken for elective credit do not fulfill any specific requirement, but do count towards the total number of courses needed to graduate from Princeton. Courses taken for elective credit need not duplicate specific courses at Princeton, but they must be courses that could possibly be offered by a department at Princeton.

Distribution Credit: Students may take two courses to fulfill any two of the seven area requirements (LA, ST, SA, HA, EC, EM, and QR). Courses taken to satisfy any of these requirements must be preapproved by the Departmental Representative in the department that would offer the course at Princeton.

Departmental Credit: Courses taken abroad to fulfill departmental requirements must be approved by the Departmental Representative in the student's departmental concentration. Each department has specific rules regarding the number and type of departmental requirements that can be fulfilled by courses abroad. See the *Undergraduate Announcement* for more details.

Certificate Credit: Program Directors must approve course work taken abroad that is intended to fulfill requirements for a certificate.

Princeton credit will be awarded for all courses preapproved and passed with a grade of C or better. Credit will not be given for courses taken on a pass/fail basis. Any changes to this proposed course schedule must be preapproved (via e-mail) to ensure that credit will be granted when you return to Princeton. **No more than the equivalent of nine Princeton courses for the year or five Princeton courses for a semester may be transferred back to Princeton.**

Please initial:

_____ I understand that in order to receive Princeton credit, all courses must be taken on a graded basis and passed with the equivalent of a C or better.

_____ I understand that if I change my courses while abroad it is my responsibility to contact the appropriate departments/offices for approval of the new courses.

_____ I understand that if I want to take less or more than a full course load I must seek approval from the Study Abroad Program, Office of International Programs.

Name: _____ **Signature:** _____

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1. COURSES ABROAD

Please type or print clearly. A copy of this form will be returned to you, your departmental representative, and your independent work adviser once the Committee on Examinations and Standing has approved your plan to study abroad.

Name: _____ **Year:** _____ **Department:** _____

Time Abroad: Fall 20____ Spring 20____ AY 20 _____ **Program:** _____
(indicate sponsoring organization, if appropriate)

Have you completed all distribution area requirements? Yes No **If NO, please list the remaining requirements:** _____

Please list the specific courses you plan to take overseas in the table below **and attach course descriptions.**

COURSE SUBJECT AND NUMBER	TITLE (<u>ATTACH COURSE DESCRIPTIONS</u>)	PRINCETON EQUIVALENT COURSE NUMBER (IF AVAILABLE)	TYPE OF CREDIT: DEPARTMENTAL, CERTIFICATE, DISTRIBUTION, OR ELECTIVE	SIGNATURE OF DEP. REP. OR PROGRAM DIRECTOR (NOT REQUIRED FOR ELECTIVE CREDIT)

To be completed by Office of International Programs:

Normal course load: _____ (equivalent of four Princeton courses per semester).

DEAN OR DEPARTMENTAL COMMENTS ON THE ABOVE PROPOSAL:

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2. INDEPENDENT WORK

To be completed by the Student:

If no independent work is required please check here and proceed to section 3.

Specific start and end dates of the semester/year abroad: _____

Proposed topic to be pursued while studying abroad:

To be completed by the Departmental Representative:

Please check one of the following to indicate how the student's independent work adviser will be assigned:

- Student will identify an adviser before _____
(date)
- Department will assign an adviser by _____
(date)
- Student already has/had been assigned an adviser _____
(Name of adviser)
- Student will have an on-site adviser _____
(Name of adviser)

N.B. The student is required to meet with his/her independent work adviser before departing (if the adviser is on campus).

Deadline for independent work (please take into account late start dates of some programs*): _____

*Approval to extend deadline past the dean's date for Junior Independent Work may be authorized by the Office of the Dean of the College in consultation with the departmental representative. Please contact Dean Kanach. (date)

Expected length of the independent work project, if stipulated by the department: _____

Additional Comments:

3. Departmental Approval

The Department approves the study abroad proposal and the independent work arrangements made by the student with his/her adviser. Yes No

Signature of Departmental Representative: _____
(date)