

**STUDENT INSTRUCTIONS:** This instruction sheet provides a checklist for Ball State University students who plan to participate in a BSU-sponsored study abroad program. It does not apply to faculty-led program, international internships, or non-BSU programs.

1. **Meet with your primary departmental faculty advisor** to discuss all aspects (timing, course selection, etc.) of how you can best incorporate study abroad into your academic program.
2. **Review and select overseas courses** in consultation with your departmental advisor. List more overseas courses than you intend to take. This step will help guard against problems that could occur with possible course cancellations or schedule conflicts.
3. **Gather overseas course syllabi.** You may use host institution catalogs, provider websites, and Study Abroad Office staff.
4. **List the courses and their overseas credit/hour value on the sheet.** If this form is not sufficient to list all courses, use a second form. You may staple sheets together.
5. **Obtain approval for course equivalency.** Be prepared and provide course descriptions/syllabi in English to the relevant advisor(s). Meet with the appropriate advisor(s) to determine Ball State equivalencies to meet major/minor/core curriculum requirements and electives. Obtain signatures for approved coursework. The following individuals are authorized to evaluate and sign off on study abroad coursework approval:
  - Major Coursework— Your departmental advisor, as listed in DegreeWorks
  - Minor Coursework— The departmental advisor for your minor area of study (consult the BSU Advising Handbook)
  - Foreign Language Coursework—Department of Modern Languages & Classics (an advisor will be assigned to you upon request)
  - Core Curriculum— Associate Dean of University College
  - Honors Coursework—Honors College Advisor
  - INSA 400 Elective—Your departmental advisor, as listed in DegreeWorks
6. **Return the signed form to the Study Abroad Office (SC, Room 102).** To have these courses appear on your BSU record, you must submit the signed form to the Study Abroad Office by the deadline provided to you. Do not register at BSU. This will be done on your behalf.

**ONCE ABROAD:** If you enroll in overseas courses not approved on the RSAC, it is your responsibility to contact your advisor(s) to approve any changes within 5 days from the start of classes on-site. You must provide a copy of any new approvals to the Study Abroad office. Any courses appearing on the overseas transcript, for which you do not have prior written approval from your academic advisor, will remain INSA 400 general elective credit. You must maintain a full course load during your program participation.

**ADVISOR INSTRUCTIONS:** This student is requesting your approval for the course(s) listed on the reverse of this form. The student should provide you with a copy of the course syllabus. If necessary, you may request additional information.

1. Determine the most suitable Ball State equivalent(s) for the course abroad and write the department prefix and number in the space provided. If there is no suitable equivalent, you may indicate “INSA 400: General Elective”. *It is no longer necessary to create special sections at BSU. Study Abroad will register students in a placeholder.*
2. Indicate the total number of BSU credits. *NOTE: The Study Abroad Office can provide supplementary information on academic systems abroad if you are unsure of how many credits to award. If the course abroad is worth more than 3 credits, you may assign multiple equivalents. Please write the credit breakdown you would like to assign in parentheses after the course code [ex: ENG 400 (3) INSA 400 (2) for a 5 CR course].*
3. Tick the appropriate box to indicate how the overseas coursework will count in the student’s plan of study.
4. Print and sign your name to indicate approval of the equivalency. Return the form to the student.

**REQUEST FOR STUDY ABROAD CREDIT (RSAC)**

Name: \_\_\_\_\_ BSU ID Number: \_\_\_\_\_

Term: \_\_\_\_\_ Year: \_\_\_\_\_ Study Abroad Program Name: \_\_\_\_\_

<b>Student Completes</b>		<b>Advisor Completes</b>	
Overseas Course Number/Title		Ball State Equivalent Course Number/Title	BSU Credits
<b>1</b>			
	Hours/Credits:	Advisor Name: _____	Signature: _____
		Counts as: <input type="checkbox"/> Major <input type="checkbox"/> Core <input type="checkbox"/> Minor <input type="checkbox"/> Honors	<input type="checkbox"/> Elective (INSA 400)
<b>2</b>			
	Hours/Credits:	Advisor Name: _____	Signature: _____
		Counts as: <input type="checkbox"/> Major <input type="checkbox"/> Core <input type="checkbox"/> Minor <input type="checkbox"/> Honors	<input type="checkbox"/> Elective (INSA 400)
<b>3</b>			
	Hours/Credits:	Advisor Name: _____	Signature: _____
		Counts as: <input type="checkbox"/> Major <input type="checkbox"/> Core <input type="checkbox"/> Minor <input type="checkbox"/> Honors	<input type="checkbox"/> Elective (INSA 400)
<b>4</b>			
	Hours/Credits:	Advisor Name: _____	Signature: _____
		Counts as: <input type="checkbox"/> Major <input type="checkbox"/> Core <input type="checkbox"/> Minor <input type="checkbox"/> Honors	<input type="checkbox"/> Elective (INSA 400)
<b>5</b>			
	Hours/Credits:	Advisor Name: _____	Signature: _____
		Counts as: <input type="checkbox"/> Major <input type="checkbox"/> Core <input type="checkbox"/> Minor <input type="checkbox"/> Honors	<input type="checkbox"/> Elective (INSA 400)

**Registering for \_\_\_\_\_ (#) BSU Credits**

**STUDENT:** I have read *Study Abroad Credit Policies* and understand my responsibilities as stated. I understand I am authorized to receive credit only for courses approved using this form. I further understand that it is my responsibility to secure any required approval within 5 days from the start of classes overseas and notify the Study Abroad Office.

Student (PRINT): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PRIMARY DEPARTMENTAL FACULTY ADVISOR:** I have reviewed and approve of this student's plan of study for their time overseas.

Advisor (PRINT): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_