

**DRAKE UNIVERSITY STUDY ABROAD COURSE APPROVAL FORM**

NAME \_\_\_\_\_ STUDENT ID# \_\_\_\_\_

STUDY ABROAD LOCATION, PROGRAM and/or UNIVERSITY ABROAD: \_\_\_\_\_

TERM & YEAR:     J-term 20\_\_\_\_\_     Spring 20\_\_\_\_\_     Summer 20\_\_\_\_\_     Fall 20\_\_\_\_\_

COLLEGE/SCHOOL (CIRCLE):    A&S    BRIGHT    CPHS    SJMC    SOE    ZIMPLEMAN

MAJOR(S) \_\_\_\_\_ MINOR(S) \_\_\_\_\_

ACADEMIC SPECIALIST or FACULTY MENTOR \_\_\_\_\_

**Student:** In preparation for your term abroad, you are required to provide:

- A list of courses you are planning to enroll in while studying abroad in the table below.
- A course description and/or syllabus for each course to your academic specialist, so they can pre-approve how your credits abroad will transfer back to Drake.
- Accurate course information, such as how many credits each course is worth, or the pre-approval could be invalidated once your transcript from abroad is received by Drake.
- Collected signatures from you, your academic specialist, and your assistant/associate dean.
- An uploaded copy of this completed form with all required signatures collected, to your online study abroad application at **drake.via-trm.com**.
- An updated form with new signatures collected if you end up registering for different courses abroad than what was originally submitted on this form and approved by Drake.

\*Drake will officially enroll you in a 12-credit placeholder (SPEC) special course, to indicate that you are studying abroad and are registered as a full-time student at Drake for financial aid purposes. When your study abroad transcript arrives at Drake’s Registrar’s Office, your academic records will be updated to reflect the actual credits you earned abroad.

**Academic Specialist and Dean’s Office:** The Drake student listed at the top of this form plans to study abroad. Please review the courses they intend to enroll in below and indicate how the courses will meet their degree requirements. After the academic specialist’s signature is collected, the signature of the assistant/associate dean is required. It is the student’s responsibility to notify Drake of any course changes and seek approval.

**PREFERRED COURSES TO TAKE DURING STUDY ABROAD PROGRAM**

Subject & Course #	Course Title	Drake Equivalent (Drake course / Elective)	Drake AOI (If applicable)	Number of US Credits

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Academic Specialist Signature \_\_\_\_\_ Date \_\_\_\_\_

Asst/Assoc Dean Signature \_\_\_\_\_ Date \_\_\_\_\_

NAME \_\_\_\_\_ STUDENT ID# \_\_\_\_\_

TERM RETURNING TO DRAKE:  Fall \_\_\_\_\_  Spring \_\_\_\_\_  Summer \_\_\_\_\_  J-term \_\_\_\_\_

**Student:** *Only complete this side of the form if you will be abroad for a semester, as the following term’s course registration will happen while you are abroad. List 12 credits or more courses you prefer to take the semester you return to Drake. Discuss your proposed schedule with your academic specialist, as this will help ensure accuracy for registration-related procedures and requirements. Completing this form does NOT count as course enrollment. You are responsible for registering for Drake University courses for the term following your study abroad.*

**PREFERRED COURSES TO TAKE UPON RETURN TO DRAKE**

Subject and Course #	Course Title	Required	Elective
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

Total Credit Hours Desired for Return Semester: \_\_\_\_\_

**SUBMIT THIS SIGNED FORM TO YOUR DEAN’S OFFICE**

A&S: Humanities, Social Science & Fine Arts	Mary Beth Holtey	marybeth.holtey@drake.edu
A&S: Natural Sciences, Computer Science, Math	Alina Grimm	alina.grimm@drake.edu
Bright College	John Kippes	John.kippes@drake.edu
CPHS: Health Sciences, Pre-OT, Pre-AT	Nicholas Kavanaugh	nicholas.kavanaugh@drake.edu
School of Education	Lindsay Woodward	lindsay.woodward@drake.edu
School of Journalism & Mass Communication	Mallory Quinn	mallory.quinn@drake.edu
Zimpleman College of Business	Kelley Ellis	kelley.ellis@drake.edu