TRINITY COLLEGE STUDY AWAY CREDIT APPROVAL FORM

Approval from academic advisers & department chairs may be given via this form or inclusion of the approval e-mail with this form.
Attach official course descriptions or syllabi, in English, to this form.

A. Student Information

Full Name		Class Year	
ID#		Email	
Major(s)		Minor(s)	
Name of School / Program you plan to attend		Location of program	
Dates of Attendance	Start: Month/Day/Year	End: Month/Day/Year	

B. Guidelines for Study Away Courses

o *Liberal Arts*—Courses must be in liberal arts disciplines, and may not duplicate other course work already credited. Courses which are NOT eligible for credit include: business management, marketing, advertising, public relations, crafts, public speaking, cooking, interior decorating, and professionally-oriented courses in law and medicine.
o *Online/Distance Learning*—Trinity College does NOT accept online courses.
o *Credits*—Students must enroll as a full-time student in study away programs. Students must successfully complete at least 4.0 Trinity course credits in order to avoid academic probation. Courses valued at 3-4 semester hours are typically valued as 1.0 Trinity credit.
o *Grades*— All course titles, attempted and/or earned credits, and grades received will be posted to the student's Trinity record. For students on the HST plan, credit will be awarded according to grade policies on Trinity's home campus. For students not on the HST plan, credit will be awarded at Trinity only if the grade earned is equivalent to a C- (70) or better. Work from foreign universities must be assessed to be equivalent to a C- or better according to accepted grade conversion scales to earn credit. Students will be placed on Academic Probation if they receive an F in .5 or more credits, earn a semester GPA of less than 1.667 (if admitted prior to Fall 2016) and less that 2.0 (if admitted in Fall 2016 or later), or earn fewer than 4.0 credits in a semester without prior permission of the Academic Affairs Committee.

C. **Proposed Course List** (Please list 8-10 courses). In the event that a course fills, cancels, or is not offered, receiving approval for multiple courses pre-departure allows for more convenience while abroad.

Host Program's Course #	Host Program's Course Title

D. **Major Credit**—Please indicate which of your proposed courses will be taken for major credit.

	Host Program's Course #	Host Program's Course Title

_____   _____
Approving Signature of Department Chairperson   Date
or Program Director/Electronic Signature

E. Minor Credit—Please indicate which of your proposed courses will be taken for minor credit.

	Host Program's Course #	Host Program's Course Title

_____   _____
Approving Signature of Department Chairperson   Date
or Program Director/Electronic Signature

F. **General Education Credit**—Please indicate which of your proposed courses will be taken for general education credit. Indicate next to each course the appropriate distribution category:
A=Arts; **H=Humanities**; **N=Natural Sciences**; **R=Numeric & Symbolic Reasoning**; **S=Social Sciences**; **F=2nd Language**; **G=Global Engagement**.

	Host Program's Course #	Host Program's Course Title	Distribution Category

_____   _____
Approving Signature of the Registrar   Date

G. **Conditions, if any:**

H. **Study Away Course Approval Process**

I. The Registrar's Office will contact you via e-mail regarding Trinity's acceptance of your proposed courses and the credit you will receive for satisfactory completion of each course (Note: all grades are accepted for Trinity Global Sites courses). Any changes or conditions will be noted in the communication, and this will constitute your official acceptance.

J. You must request that an official transcript of your work be sent directly by mail from your study-away institution to the Registrar's Office at Trinity College. Hand-carried transcripts are not acceptable. If the host institution has the ability to send electronic copies of official transcripts by email, they can be sent to registrar.office@trincoll.edu.

K. If you change or add courses, you must submit these changes while away on another Application for Study Away Credit Form. Printable forms can be found at www.trincoll.edu/registrar/Forms. Send this form directly to your Trinity faculty adviser, with new course descriptions attached. Students are strongly encouraged to correspond via email to registrar.office@trincoll.edu to discuss any course changes.

Student Request
I request credit at Trinity College for the courses listed in sections C-F of this form, and verify that I have informed myself of their eligibility both by reading the Student Handbook and discussing them with the appropriate parties.

_____   _____
Student's Signature/Electronic Signature   Date

Adviser's Recommendation

_____   _____
Adviser's Signature/Electronic Signature   Date

Study Plan Approval

_____   _____
Registrar's Signature   Date
Additional Proposed Courses and/or Comments