



## Study Abroad Credit Agreement Form

The Credit Agreement Form (CAF) serves as a learning contract between the student going abroad and the University of Oklahoma, which agrees to post successfully completed study abroad coursework to the student's transcript. Students must submit completed CAFs to their Education Abroad Adviser by the following deadlines:

For Summer, Fall, and Academic Year 2015 Programs: **Friday, April 10, 2015**

### Step 1: Student and Program Information

Last name:	First name:	M.I.
OU ID:	OU College:	
Major(s):	Minor(s):	
Official Study Abroad Program Name:		
Location(s) of Study Abroad Program (City & Country):		
Term: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Academic Year <input type="checkbox"/> Calendar Year		
Program Start (mm/dd/yy):		Program End (mm/dd/yy):
Study Abroad Program Type: <input type="checkbox"/> University Exchange (INTL) <input type="checkbox"/> OU-Approved Transfer Credit Program (EAAP) (e.g. Approved Provider, Direct Enrollment at OU partner institution, or OU faculty-led program with transfer credit component)		
Study Abroad Adviser:		

### Step 2: Study Plan

(Existing course equivalencies represent a guideline for future equations, not a guaranteed result)

Completed by Student				Completed by OU Admissions	
Study Abroad Course Code & Title	# of Credits at local institution	Language-learning Course (yes or no)	Pre-equated Course (yes or no)	Anticipated number of OU credit hours	Default OU Course Prefix and #



Step 3: Academic and Language Advising	<b>College-level Academic Adviser Review</b>			
	Comments:			
	I have met with this student to discuss how this study abroad program may satisfy his or her degree requirements: <input type="checkbox"/> yes <input type="checkbox"/> no			
	Within my department I will also be the responsible party for equating foreign courses for this student: <input type="checkbox"/> yes <input type="checkbox"/> no			
	Name (Printed)	Position/Title	Signature	Date
	<b>Modern Language Adviser Review</b> (Only for students taking language-learning course work)			
	Comments:			
	I have met with this student to discuss how this study abroad program may satisfy his or her language requirement(s): <input type="checkbox"/> yes <input type="checkbox"/> no			
	I will be the responsible party for equating modern language credit for this student: <input type="checkbox"/> yes <input type="checkbox"/> no			
	Name (Printed)	Position/Title	Signature	Date

<b>Step 4: OU Admissions Office</b>			
Institution(s) of Record Issuing Academic Transcript:		S/U <input type="checkbox"/> Transfer grades posted as: A-F letter Grades <input type="checkbox"/> Both <input type="checkbox"/>	
<b>Total Number of OU Credit Hours Student May Expect to Earn Abroad Based on Information Provided</b> →		Comments:	
		Student has provided syllabi or course schedule: <input type="checkbox"/> yes <input type="checkbox"/> no	
Name (Printed)	Signature		Date

<b>Step 5: Student Signature</b>		
I, the undersigned, acknowledge that in order to receive credit for my study abroad program, I must send a completed and signed Enrollment Verification Form to my OU study abroad adviser within two weeks of starting classes abroad, and ensure that an official transcript from the host institution or provider is sent to my OU study abroad adviser upon completion of my program. Credit posting on my OU transcript will reflect actual credits earned abroad and may differ from the coursework and credit hours listed in this document. To have international coursework equated to specific OU courses, a final evaluation of program course content and transcript may be necessary upon program completion. I will comply with all recommendations or additional requirements specified above. I understand that I will be charged \$10 per credit hour for any transfer work obtained through an approved provider or direct enrollment program, and \$25.50 per credit hour for University Exchange course work (INTL) transferring to OU.		
Name (Printed)	Signature	Date

## Instructions for Completing the Credit Agreement Form

In order to complete the CAF, the student should take the following steps:

### Step 1: Student and Program Information

- Fill in your personal and study abroad program information. Your study abroad adviser can assist you if you are unclear about something.

### Step 2: Study Plan

- Put down an appropriate number of courses to be taken at the host institution or program provider – usually that will be 4-8 courses per semester, accordingly less on summer programs. The number of credits earned on the program must equate to at least 12 OU credit hours per semester, and 3 OU credit hours per summer term. Be as detailed as possible regarding course code and title and the number of international credits. Mark YES if the course in question is a language-learning course. Check if there is an existing OU equivalency for your courses on the EA online program brochure. Leave the Admissions field blank. If applicable, complete a Study Abroad Course Equivalency Request Form for each course for which you seek **pre-approval**, and submit it to the appropriate faculty or staff member in the college or department where credit is sought. You will have to provide course documentation for this process. **Note:** some departments will not pre-approve OU course equivalents for study abroad coursework and will ask you to bring back your course materials for evaluation upon your return to campus. Course documentation can consist of: syllabi, course descriptions, class schedules, reading lists, text books, graded exams, personal notes, etc. In order to get **Spanish language** credit approved you must submit a course syllabus for the course taken abroad.

**Note:** The default type of academic credit you earn for all EA-approved programs is lower division elective credit. Upper division elective credit or specific course equivalencies will need written approval by the OU department where credit is sought unless there is an existing course equivalency on file with EA or the Office of Admissions.

### Step 3: Academic and/or Language Advising

- Meet with your College-level academic adviser (and language program adviser if applicable) to discuss your study abroad plans, what kind of coursework (that is available through your study abroad program) might best fit into your OU degree, and how much flexibility you have with regards to your curricular choices abroad. Your college adviser will need to sign and date this form. You should bring all available course information to the meeting.

### Step 4: OU Admissions Office

- Check in with an OU Admissions officer to receive a signature and information about the number of credit hours and type of grades you will transfer to OU for the coursework listed on page 1. You should bring along all available course documentation and allow at least 48 hours for signature by an Admissions officer. **Admissions will dedicate specific times as walk-in hours allowing for quick processing of step 4 during the week preceding the deadline. These times will be announced by Education Abroad.**

### Step 5: Student Signature

- After you have obtained the signatures of your college (and language) adviser and an OU Admissions officer, you as the student will need to sign and date the form and submit it to your study abroad adviser by the required deadline. The submission deadline for SU15, FA15 and AY2015-16 programs is Friday, April 10, 2015.