

MICA STUDY ABROAD COURSE APPROVAL FORM

How to Fill Out This Form:

1. Look up possible courses on your host institution's website. Meet with International Affairs if your school does not have them listed on line.
2. Fill in this form with your course choices. Use ink and write neatly. Please note that you must take a minimum of 12 MICA credits when abroad. On the SACI program, you cannot take more than 15 credits or you will have to pay for extra courses. On all other programs, you cannot take more than 19.5 credits or you will have to pay for the extra credits. Make sure you understand how the credit system works at your host institution so you maintain the minimum 12 MICA credits when abroad.

*Please note that if you are applying to SACI, you do not have to write the 6 credit faculty led MICA studio on this form.

3. You must obtain Department Chair signatures for all classes except studio and academic electives. You do need a signature for Art History Electives except for SACI, Burren, and the New York Studio Residency Program.
4. When this form is complete, meet with your academic advisor so you know the classes you intend to take abroad will keep you on track with your graduation requirements. Make any adjustments necessary before you OR your academic advisor signs this form. Then, have your academic advisor sign the form.
5. Be sure to read all policies on the back of the course approval form.
6. You also need to sign the form!
7. Turn your **completed** Course Approval Form in with your **completed application by the appropriate study abroad program deadline** (September 15 for most spring programs and March 1 for most fall and summer programs). We will not accept your application without it!

*Please recycle this cover sheet rather than turn it in with your Course Approval Form!

MICA STUDY ABROAD COURSE APPROVAL FORM

Complete this form and turn it in with your completed study abroad application by the appropriate study abroad deadline.

Name: _____ MICA ID _____ Major _____

Host School/Program _____ Study Abroad Semester _____ 20_____

I will be a _____sophomore _____junior _____senior during my semester abroad.

COURSES TAKEN ABROAD (LIST AS MANY AS POSSIBLE)			EQUIVALENT MICA COURSES / DEGREE PLAN REQUIREMENTS						
Course #	Title	Host Credits	Course #	Title	MICA Credits	Chair Name	Chair Signature	Portfolio Review Required	Portfolio Approved (Initials)
1. _____	_____	_____	1. _____	_____	_____	_____	_____	YES / NO	_____
2. _____	_____	_____	2. _____	_____	_____	_____	_____	YES / NO	_____
3. _____	_____	_____	3. _____	_____	_____	_____	_____	YES / NO	_____
4. _____	_____	_____	4. _____	_____	_____	_____	_____	YES / NO	_____
5. _____	_____	_____	5. _____	_____	_____	_____	_____	YES / NO	_____
6. _____	_____	_____	6. _____	_____	_____	_____	_____	YES / NO	_____
7. _____	_____	_____	7. _____	_____	_____	_____	_____	YES / NO	_____
8. _____	_____	_____	8. _____	_____	_____	_____	_____	YES / NO	_____
9. _____	_____	_____	9. _____	_____	_____	_____	_____	YES / NO	_____
10. _____	_____	_____	10. _____	_____	_____	_____	_____	YES / NO	_____

Academic Advisor Name _____ Academic Advisor Signature _____ Date _____.

Student Signature

Date

International Affairs Signature

Date

MICA STUDY ABROAD TRANSFER CREDIT POLICIES

1. MICA must receive an official transcript from your host institution within six months of completion of the study abroad program. Before you leave your host school, you should request that a transcript be sent to:

Office of International Affairs
Maryland Institute College of Art
1300 Mount Royal Avenue
Baltimore, MD 21217
2. You will receive MICA credit for all courses passed with grades equivalent to a “C” or better, except:
 - a. You will not receive credit for courses that do not appear on your official transcript from your host institution.
 - b. You will not receive credit for courses that are repetitions of courses you have already passed at MICA.
 - c. You will not receive credit for non-academic, non-studio courses such as physical education.
3. Courses taken abroad will appear on your MICA transcript with grades of Pass or Fail and will not be included in the calculation of your MICA GPA, except:
 - a. Actual letter grades earned will appear on your MICA transcript for the MICA in Florence and New York Studio Residency Programs and will count toward your MICA GPA.
4. During the fall or spring semester, you must attempt the equivalent of at least 12 U.S. credits while abroad in order to maintain your status as a full-time student and your eligibility for financial aid.
5. If you complete more than 19.5 credits while abroad, you will need to pay extra tuition charges to receive MICA credit for the actual number of credits earned. You cannot take more than 15 credits at SACI or you will have to pay SACI extra tuition charges.
6. You will not receive MICA credit for courses taken abroad while you are on a leave of absence from MICA.
7. You must follow the academic regulations of your host institution, whose policies regarding attendance, student conduct, grades, appeals, incompletes, and withdrawals may be different from MICA’s.

If you have any questions, contact MICA’s Office of International Affairs at 410-225-2243 or internationalaffairs@mica.edu.