

MARYLAND INSTITUTE COLLEGE OF ART

**COURSE APPROVAL FORM FOR STUDY ABROAD**

NAME: \_\_\_\_\_ ID#: \_\_\_\_\_ MAJOR: \_\_\_\_\_ YEAR WHEN ABROAD: Jr Sr

HOST INSTITUTION: \_\_\_\_\_ SEMESTER/YEAR ABROAD: \_\_\_\_\_ INTENDED # CREDITS ABROAD: \_\_\_\_\_

Course Title at Host School (in English)	Number of Credits Assigned by Host School	Equivalent Credit Value at MICA*	Where credit is to be applied in your MICA degree plan (Be as specific as possible with course name AND number.)	Department Chair Signature	Dept. Chair: Do you require review of the student's work on his/her return to confirm course placement in the degree plan?
					Yes No
					Yes No
					Yes No
					Yes No
					Yes No
					Yes No
					Yes No
					Yes No

- \* Contact International Affairs at MICA to confirm the proper conversion of overseas credit values or to ask any questions (410-225-2243; internationalaffairs@mica.edu).
- **CREDIT APPROVAL PROCESS:** Upon your return to MICA, you will earn MICA credit for all courses passed abroad if you complete the following steps: (1) obtain timely pre-approval on this form for each course as detailed below, (2) register for the equivalent of at least 12 MICA credits while abroad, (3) earn a passing grade in each course, and (4) request that your host school mail an official copy of your transcript directly to MICA's International Affairs office. The appropriate MICA department chair must also have reviewed your course work *upon your return to MICA* for any courses indicated with a "yes" in the last column above.
  - **STUDIO CREDIT:** International Affairs will automatically apply "studio elective" credit to your degree plan for any studio courses you pass, upon receipt of your official transcript. You only need to obtain approval on this form from the appropriate department chair for any studio courses that you wish to apply as something more specific than a studio elective in your degree plan (e.g., as a "photo elective," "painting elective," etc. or as a specific course such as "Typography II," "Introduction to Fiber," etc.).
  - **LLC AND AH CREDIT:** All art history and liberal arts electives at SACI, Burren, and NYSP have been pre-approved as "art history electives" or "academic electives" and do not require chair approval on this form. For all programs, International Affairs will automatically apply "academic elective" credit to your degree plan for any foreign language courses you pass, upon receipt of your official transcript. For all other programs/courses, or for courses you wish to apply as something more specific than an academic or art history elective in your degree plan (e.g., as a "literature elective," "science elective," etc.), approval from the LLC or AH chair (as appropriate) is required.
  - **ADDITIONS/CHANGES TO THIS FORM:** If your schedule changes abroad, arrange for approval of the new course(s) with the appropriate department chair via e-mail and ensure that the approval e-mails, which must contain all of the same information as this form, are forwarded directly from the chair to the International Affairs office.
  - **RESPONSIBILITY:** It is your responsibility to know how the credit values at your host institution equate to MICA credits, to consult with your academic advisor to verify academic progress and clarify any questions regarding your degree program, and to obtain proper placement of credit and verification of work completed abroad. Remember to document your work abroad – save syllabi, assignments, originals or copies of your work, etc., in case these might be needed on your return to MICA.