MICA STUDY ABROAD COURSE APPROVAL FORM

Follow these steps exactly to fill out this form:

1. Fill in this form with your course choices or program of study. Write the MICA requirement the course or program of study abroad will fulfill (e.g. Junior Independent, Flex Studio, Illustration Elective, etc.) to the best of your ability. Write down the credit amounts in the appropriate columns.

   Keep in mind that on many programs, your courses will change when you arrive abroad and you will have to seek approvals for new courses via email from appropriate Department Chairs and forward/copy this message to the Office of International Education.

2. Make an appointment with International Education. This is required in order to understand your program and how your credits will be transferred back to MICA.

3. Meet with your academic advisor so you know the classes you intend to take abroad will keep you on track with graduation requirements; obtain his or her initials as confirmation of this meeting before completing steps 4-7.

4. You, then, must obtain signatures from appropriate Department Chairs for EVERYTHING EXCEPT STUDIO AND ACADEMIC ELECTIVES (e.g. Photo Chair for Photo classes, etc.)

5. You also need to sign the form!

6. Make a scan/take a picture of this form to take with you abroad! It is your responsibility to know what courses have been approved. International Education cannot email this information to you.

7. Submit your form on time. International Education will sign upon review of your application.
MICA STUDY ABROAD COURSE APPROVAL FORM

Name:_____________________________MICA ID_________ Host School/Program______________________Study Abroad Semester__________, 20_____

I have met with my academic advisor and understand the impact of my semester abroad on my degree plan. I understand it is my responsibility to choose courses that advance this plan, and seek approval from the appropriate department chair(s). Student Initial______ Advisor Initial________ Date_______

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<tr>
<th>Host School Course #</th>
<th>Host School Course Name</th>
<th>Host Credits</th>
<th>Specific MICA Requirement and Level (e.g. JR. Independent; Studio Elective, etc.)</th>
<th>MICA Credits</th>
<th>Chair Name</th>
<th>Chair Signature</th>
<th>Portfolio Review Required</th>
<th>Portfolio Approved (Initials)</th>
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_________________________________________________________ ____________
Student Signature Date

_________________________________________________________ ____________
International Education 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 Education
   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 “D” 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.
   d. You will not receive credit for pass/fail courses.

3. Courses taken abroad will appear on your MICA transcript with grades of Pass or Fail. Passing grades are not calculated into your MICA GPA. SACI and New York Studio Residency Programs receive actual letter grades which will appear on your MICA transcript 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’s extra tuition charges. You can never exceed the maximum credit load without paying for the credits – this includes attaching internship credit to any semester, including study abroad.

6. Make sure you understand how the credit system works at your host institution so you maintain the minimum 12 MICA credits when abroad. In addition, on some programs there are courses that are not worth 3 MICA credits (i.e. a 2 credit course at Willem de Kooning is equivalent to 1 credit here due to the conversion). Courses can often be more or less than 3 credits. **MICA must strictly adhere to the appropriate credit conversion. It is your responsibility to understand your graduation requirements and how the host institution/program courses work with your requirements.**

7. **You will not receive MICA credit for courses taken abroad while you are on a leave of absence from MICA.**

8. 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 Education at 410-225-2243 or internationaleducation@mica.edu.