



# SCHOOL OF COMMUNICATION

## Study Abroad Pre-Approval Form

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
AU ID

Study abroad requires a significant amount of planning, organization, maturity and responsibility on the part of the student. All SOC students applying to study abroad must complete this form in order to receive approval from your Advisor. Upon completion, students will be responsible for knowing and utilizing this information while abroad. Once you have read the items below, please make an appointment with your SOC advisor to go over course planning and get any questions answered.

**Please acknowledge each of the items by initialing to the left of each statement:**

- I understand that I am responsible for understanding what my scholarship and financial aid requirements are for the year (credits and grades) and responding accordingly.
- I understand that the minimum required GPA to study abroad is 2.75, but a particular program may require a higher GPA.
- I understand that I am responsible for choosing my courses while abroad. If I need courses approved that I have not already received approval for or are not in the course equivalency database, I must submit a new online course equivalency request located on the study abroad web site under courses and credits tab.
- I understand that the course equivalency request process can take a minimum of two weeks, so I need to allow enough time to obtain the equivalency before my final registration is due.
- I understand that I can take no more than two Communication courses abroad. For a Communication minor, I can take only one minor course abroad. Film students attending FAMU in Prague are allowed to take four Communication courses.
- I understand that when communicating with AU I must send emails with my full name and AU ID as well as the history of the email track. I understand that I must allow sufficient time for responses, requests, and approvals to be addressed.
- I understand that I am responsible for the scheduling of my courses for the following semester while I am abroad. I am responsible for understanding which courses I will need to continue meeting my graduation requirements and all of the steps necessary for getting cleared to register.
- I understand that my parents may want to discuss issues with the university, and in order to do so, I must sign a FERPA waiver form. Without this form, the university will not be able to communicate with my parents.
- I understand that while I am abroad my Degree Audit report may not correctly reflect my abroad courses and I will have to make a note of what needs to be completed.

- I understand that the grades that I earn abroad will translate directly onto my transcript and into my cumulative GPA. I understand that the deadline to request a course to be recorded Pass/Fail will be determined by the abroad program, and that the same SOC policies apply as to which courses can be taken Pass/Fail (Only electives can be taken P/F, only 1 course can be taken P/F per semester, no more than 4 courses can be taken P/F overall).
- I understand that the grades earned abroad may take a few months to be posted on my AU transcript and that this may delay my financial aid package.
- I understand that Academic Advisor approval is granted based on successful completion of all of my courses in the current semester. Approval will be withdrawn if required courses are failed, my cumulative GPA falls below what is required for my abroad program, and/or satisfactory academic progress is not met. I understand that if approval is withdrawn, this will result in my late registration for courses at AU and forfeiture of any/all investment in my abroad experience, including the program fee, airfare, housing deposits, etc.

**Abroad Location:** \_\_\_\_\_

**Major:** \_\_\_\_\_

**Program Name:** \_\_\_\_\_

**Cumulative GPA** \_\_\_\_\_

**Semester and year going abroad** \_\_\_\_\_

**GPA requirement of abroad program** \_\_\_\_\_

**Credits outside SOC remaining\*** \_\_\_\_\_

**\*FMED and FLCM do not have this requirement.**

**What courses are you planning on taking abroad? (ex: COMM, Minor, Elective)**

**Are there any courses that you must take the semester that you return to AU in order to graduate on time? If yes, please list them here.**

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**I understand that studying abroad is a privilege. I will be an outstanding SOC representative while abroad. I am committed to being responsible for my academic program while abroad and being responsive to any and all communications that are sent to my attention. I realize and accept that there is a baseline of information that I am expected to know and understand as it relates to my academic career. I understand that there are people to assist me, but that I must proactively ask for help. Should I have questions, I will be in touch with my SOC Academic Advisor.**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**AU ID**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**SOC Advisor Name**

\_\_\_\_\_  
**SOC Advisor Signature**

\_\_\_\_\_  
**Date**