

# STUDY ABROAD CREDIT REQUEST

Lawrence Technological University offers a wide variety of opportunities for students looking to study abroad for a full semester or participate in other international experiences that range from one week to an entire summer. Pre-approval for Study Abroad is required by completing this form and all steps listed herein.

## 1. Determine your eligibility to request study abroad credit by answering the questions below:

Is your cumulative GPA at Lawrence Tech at least 2.50? Yes No\*  
(College of Architecture and Design students must have a cumulative GPA of at least 3.00)

Have you attended Lawrence Tech for at least 2 semesters **or** earned at least 24 credit hours at Lawrence Tech? Yes No\*

\*If you answered 'No' to either of the above questions, then you are **not** eligible to request study abroad credit.

## 2. Complete the information below:

Student Name: \_\_\_\_\_ Banner ID: \_\_\_\_\_

LTU Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Study Abroad Institution Name: \_\_\_\_\_

Study Abroad Institution City, State, Country: \_\_\_\_\_

Study Abroad Dates: From \_\_\_\_\_ to \_\_\_\_\_

## 3. Research Study Abroad:

Before applying for a study abroad program, it is necessary to conduct research in order to gather information about the country, city, school, program, and courses offered during your semester of interest. You will be living in a different country immersed in a different culture. Do your research and make sure that the program would be a good fit for you personally and academically. Be aware that each program has its own requirements and deadlines.

Considerations when doing your research are:

- Do you want to study abroad for a semester, complete an internship, or study abroad for just the summer term?
- Your area of study- finding similar programs. Similar areas of study may have different names. Ex: Robotics and Mechatronics.
- Courses that are similar to your LTU courses. Do you want to take core curriculum courses and/or major specific courses?
- Where do you want to live for the semester? Think about the country, city, language of instruction, and make sure you like the campus.
- Do you want to live with a host-family, off-campus apartment, or in the student dormitories?

## 4. Meet with the Study Abroad Advisor:

Located in the C405 of the A. Alfred Taubman Student Services Center. They will make sure you are on the right track and will provide more in depth information about the programs. Email [studyabroad@ltu.edu](mailto:studyabroad@ltu.edu) to make an appointment to discuss your options.

Study Abroad Advisor Signature \_\_\_\_\_

Date \_\_\_\_\_

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## 5. Meet with your Academic Advisor:

Bring your research and a list of courses, including course descriptions, that you are interested in taking abroad. Meeting with your academic advisor will help you determine which and how courses fit into your degree program plan.

Academic Advisor Signature \_\_\_\_\_

Date \_\_\_\_\_

## 6. Meet with your Financial Aid Counselor:

- Make sure you apply for the FAFSA the January of the year you plan to go abroad.
- If you are participating in an Independent Program (non-partner institution), your Financial Aid may not be able to be applied. Meet with the Financial Aid office to discuss your options.
- The Office of Financial Aid is located in C304 of the A. Alfred Taubman Student Services Center, and can also be reached via email at [enrollmentservices@ltu.edu](mailto:enrollmentservices@ltu.edu)

Financial Aid Counselor Signature \_\_\_\_\_

Date \_\_\_\_\_

## 7. Complete the following information:

Remember that normal prerequisite rules apply to study abroad credit. Before enrolling in a course at another institution, you must have completed any prerequisites at Lawrence Tech.

Some things to keep in mind when selecting courses:

\* Immigration laws require that students participating in study abroad programs be registered full-time (at least 12 credit hours) at their host institution. You will be registered for SAP courses at Lawrence Tech. Also, a maximum of 6 credits may count toward electives.

\* Some programs have required language or culture courses that are mandatory for you in order to participate. Review the program's curriculum requirements carefully. *These courses might count as an elective. Discuss this with your advisor.*

Study Abroad Institution			Lawrence Tech		
Course Number & Title	Credit Hours	Online? YES/NO	Course Number & Title	Credit Hours	Committee Use

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## 8. Attach required documents:

- ☐ Official course descriptions from the guest institution obtained from the institution's course catalog or website

You can find the course descriptions on most institution's websites or by emailing that particular department. Courses abroad usually must be equivalent in content to course offered at LTU. *There might be some flexibility with electives.* It will be up to your advisor, department chair, and/or the Credit Review Committee to determine if the courses will count towards your degree.

## 9. Read the following information:

### **Study Abroad Partner Institutions/Registration at Lawrence Tech/Grades at Lawrence Tech:**

Study Abroad programs that are official partners with Lawrence Tech have agreements in place in which you will register for Study Abroad Programs (SAP) courses that are created for you through Lawrence Tech's registration system. This means you will be charged Lawrence Tech tuition rates and pay all of your other fees (registration, housing, etc) directly to Lawrence Tech; however, it also means all of your internal scholarships and financial aid will be applied to your study abroad experience. Once your Study Abroad credit is approved, the appropriate SAP course(s) will be created for you, and you will be registered for the SAP course(s).

**By completing and signing this request form, you agree that if the study abroad courses are approved, you will be registered at Lawrence Tech, and therefore agree to the following:**

By registering for the course(s) indicated, I agree to pay the assessed tuition and fees in accordance with the established University deadlines. I further agree to abide by all established University policies and procedures that are published in the Undergraduate and Graduate catalogs, the Student Handbook and on the University's website. Please be aware that after the designated Add/Drop period there is no refund for dropped courses and a "W" will appear on your transcript.

In the event of delinquency and the account is referred to a collection agency and/or attorney, I agree to pay in addition to tuition, fees and late charges for the reimbursement of the fees of any collection agency. The fees are based on an additional percentage at a maximum of 33.3% of the debt, and all costs and expenses, including reasonable attorney's fees, we incur in such collection efforts.

Your tuition/fees statement will be sent to you via your Lawrence Tech email account. Please contact the Help Desk if you do not have an established Lawrence Tech email account.

Lawrence Technological University and Third Party agencies contracted by LTU to collect the educational debt reserve the right to contact the student via all means of communication as established under the student's profile. By signing this form you are agreeing to these terms.

The grades you receive in SAP courses will be CR/NC. Grades will be applied when transcripts are received from the host institution. As soon as grades post at your institution abroad, it is the student's responsibility to request official transcript to be sent to: Lawrence Tech- Office of Enrollment Services-21000 West Ten Mile Road Southfield, MI 48075

When participating in study abroad programs, you need to be careful to regularly follow up with your contact at your host institution and at Lawrence Tech's Office of Financial Aid to assure all of your paperwork is in order. In many cases, the financial aid you're counting on will disburse late. For that reason, make sure you plan ahead financially and expect to make travel arrangements and pay other preliminary expenses on your own.

### **Independent Study Abroad Programs:**

These are programs that do not currently have an agreement with Lawrence Tech. If our Partner Institutions do not have a program that interests you or fits your area of study, you can do some research on your own to find a program you like, or work with the Study Abroad Office.

Aspects to consider: No Partnership Agreement requirement, English taught classes (undergrad or graduate), Courses in your area of study (remember to look for general education courses too), & Accommodations for guest students.

If you find a Study Abroad experience on your own, you will most likely be participating in that program as a "guest", "transient", or "free-mover" student of the host institution. In this case, you will not register for courses at Lawrence Tech. Instead, you will apply to the host institution and become a student there for the semester abroad.

To participate as a "guest" or "transient" student, you still must meet with your advisor and then go through the Study Abroad Credit process before you leave for the semester. If you do not go through the Study Abroad Credit process prior to departure, your courses abroad will not transfer back to LTU.

Participating in an independent program can result in loss of financial aid dollars because you're not affiliated with Lawrence Tech during your semester abroad. Make an appointment with the Office of Financial Aid to discuss your options.

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**To be eligible for study abroad credit consideration, students must have:**

1. Achieved a minimum 2.50 GPA at Lawrence Tech  
(College of Architecture and Design students must have a cumulative GPA of at least 3.00);
2. Completed at least 24 credit hours **or** two semesters at Lawrence Tech;
3. Satisfied the Lawrence Tech prerequisites for the course(s) they wish to satisfy via coursework taken at other institution.

For courses approved for study abroad credit, the student must receive at least a 2.0 in the course to have it transfer back to Lawrence Tech. It is the student's responsibility to have the official transcript sent Lawrence Tech- Office of Enrollment Services- 21000 West Ten Mile Road Southfield, MI 48075. Until the official transcript arrives, the credit will not be placed on the student's transcript.

False statements or misrepresentations made as part of a study abroad credit request are considered violations of the Academic Honor Code/Student Code of Conduct and will be addressed accordingly. Any appeals in response to the denial of a study abroad credit request **MUST** be in writing and submitted back to Enrollment Services.

**By signing this form, I confirm that I have read and understand the requirements for study abroad credit and agree to uphold the standards of Lawrence Technological University.**

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

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Student Accounting Sign Off \_\_\_\_\_

Date \_\_\_\_\_

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**Enrollment Services Use Only:**

Athlete Attribute: \_\_\_\_\_ Date Received: \_\_\_\_\_ Date Prepped for Committee: \_\_\_\_\_