



**INFORMATION SHEET**  
**ADVISOR APPROVAL FORM FOR OIP/CGIS STUDY ABROAD**

**DUE DATE: FRIDAY, DECEMBER 4, 2009**

**INFORMATION FOR STUDENTS:**

- This form is intended to help students plan and make appropriate study abroad course choices.
- This form is not a binding commitment to take specific courses that were proposed.
- Students must make an appointment with the appropriate advisor/s in sufficient time to complete the form and submit it to OIP/CGIS by the deadline. Note that advisors are very busy the last 3 weeks of each term due to early registration. Plan appropriately!
- Students should bring copies of any course information, syllabi, descriptions, etc. to the appointment.
- Students must indicate, to the extent possible, the courses they hope to take while abroad.
- Students may reconsider their course selections even after departure and should continue to consult with their advisors while abroad.
- For courses that do not appear on this form, students will be expected to consult with their advisors, preferably during the host university's registration period.
- While abroad, students are encouraged to confirm their finalized course selection with their advisor.
- Students should retain syllabi, exams, assignments, essays, etc. for later review by U-M advisors.
- Courses taken on an OIP/CGIS study abroad program will appear as in-residence U-M credit on a LSA student's official transcript.
- The OIP/CGIS does not decide which courses taken abroad may be used toward specific concentration, minor, or distribution requirements.
- Grades are either averaged into a student's overall U-M GPA or they are not averaged; check the program handbook for details.
- Upon return and once grades are posted to the student's official U-M transcript, students should meet with their advisor to show them their course materials and get final course approval.
- Students are encouraged to retain a copy of this form for their records.

**INFORMATION FOR ADVISORS:**

- An advisor's signature indicates that the advisor has met with the student to have a conversation about academic courses abroad.
- The OIP/CGIS does not decide which courses taken overseas may be used toward specific concentration, minor, or distribution requirements.
- If the advisor has enough information from the student about his/her proposed courses, the advisor may decide to approve the course for distribution, concentration, or minor requirements.
- If not enough information is available, this form also can serve as a preliminary, conditional indication of eventual course approval.
- The OIP/CGIS attempts to direct students to resources to locate course descriptions that will allow advisors to make informed approval decisions and recommendations. On occasion, and for varying reasons, sufficient information may not be available, in which case the advisor may wish to give only limited or selective endorsement of preferences, or to refrain from giving any approval at all.
- Final approval may depend upon the satisfactory completion of proposed coursework as understood and discussed between student and advisor before study abroad participation.
- Courses taken on an OIP/CGIS study abroad program will appear as in-residence U-M credit on a LSA student's official transcript.
- Advisors are encouraged to make notes in the on-line file about their discussions with students.

**ADVISOR APPROVAL FORM FOR OIP/CGIS STUDY ABROAD**

- 1. All U-M students participating in an Office of International Programs Center for Global and Intercultural Study-sponsored study abroad program **must complete** and submit this form to the OIP/CGIS .
- 2. Read Advisor Approval Information Sheet for instructions and deadline before completing this form.

**STUDENTS: COMPLETE THIS SECTION. PRINT CLEARLY.**

Student Name *(please print)*: \_\_\_\_\_ UMID: \_\_\_\_\_  
U-M School or College: \_\_\_\_\_ Concentration/s or Minor/s: \_\_\_\_\_  
Year of participation: \_\_\_\_\_ Terms:  Academic Year  Fall  Winter  Spring  Summer  
Country and Program Name: \_\_\_\_\_  
Do you plan to graduate while abroad? Yes  No

**GENERAL ACADEMIC ADVISOR SECTION:**

**This student has indicated his/her intent to use all credit from the program as general credit toward graduation. Approval of individual courses is not needed in this case.**

General Academic Advisor's name (Printed): \_\_\_\_\_ Phone: \_\_\_\_\_  
General Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**GENERAL, CONCENTRATION, AND MINOR ADVISOR SECTION:**

**You are asked to sign and date this form if the student intends to use courses toward an academic plan within your department or to satisfy general LSA degree requirements (including distribution). Advisors are encouraged to make note of their preliminary approvals in the student's online file. Please use back of form if more space is needed.**

**Proposed study abroad course (host university title):** \_\_\_\_\_  
Preliminarily approved as fulfilling this requirement \_\_\_\_\_  
Advisor's Name (Printed): \_\_\_\_\_ Advisor's Signature: \_\_\_\_\_  
Department: \_\_\_\_\_ Date Signed: \_\_\_\_\_

**Proposed study abroad course (host university title):** \_\_\_\_\_  
Preliminarily approved as fulfilling this requirement \_\_\_\_\_  
Advisor's Name (Printed): \_\_\_\_\_ Advisor's Signature: \_\_\_\_\_  
Department: \_\_\_\_\_ Date Signed: \_\_\_\_\_

**Proposed study abroad course (host university title):** \_\_\_\_\_  
Preliminarily approved as fulfilling this requirement \_\_\_\_\_  
Advisor's Name (Printed): \_\_\_\_\_ Advisor's Signature: \_\_\_\_\_  
Department: \_\_\_\_\_ Date Signed: \_\_\_\_\_

**Proposed study abroad course (host university title):** \_\_\_\_\_  
Preliminarily approved as fulfilling this requirement \_\_\_\_\_  
Advisor's Name (Printed): \_\_\_\_\_ Advisor's Signature: \_\_\_\_\_  
Department: \_\_\_\_\_ Date Signed: \_\_\_\_\_

**Proposed study abroad course (host university title):** \_\_\_\_\_  
Preliminarily approved as fulfilling this requirement \_\_\_\_\_  
Advisor's Name (Printed): \_\_\_\_\_ Advisor's Signature: \_\_\_\_\_  
Department: \_\_\_\_\_ Date Signed: \_\_\_\_\_