

# Semester Long Study Abroad College Approval

Student Directions: Please fill out your name and which semester long study abroad you intend to attend then sign the bottom and turn into the Office of Student Affairs located in Polling Hall Office 123 across from the Business Office.

Staff Directions: Please determine if this student is eligible to travel by approving or not approving them by endorsing it with a signature. Then pass this onto the next listed department. Any questions or concerns can be brought to Elizabeth Smith in the Office of Global Engagement.

This form is due 90 days prior to the departure date. It is the student's responsibility to submit the document to the Office of Student Affairs by the due date.

Study abroad is a college sponsored opportunity lasting a semester (fall or spring) providing students the chance to have an off campus study experience adding to their educational studies. Having an off campus experience is essential to having students become global citizens and embrace the methods of a liberal art education.

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Student Name	Student ID	Study Abroad Semester and Country
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I understand that staff members will review my records to determine if I am eligible to participate in a semester long study abroad opportunity.

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Student Signature

**OFFICE USE ONLY:**

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Student Affairs:	<input type="checkbox"/>	<input type="checkbox"/>		
	Approve	Not Approve	_____ Dean's Signature	_____ Date
Business Office:	<input type="checkbox"/>	<input type="checkbox"/>		
	Approve	Not Approve	_____ Office Signature	_____ Date
Student Success:	<input type="checkbox"/>	<input type="checkbox"/>		
	Approve	Not Approve	_____ Dean's Signature	_____ Date

\*If you have any concerns about this student traveling on a semester long study abroad opportunity with the college, please contact Elizabeth Smith in the Office of Global Engagement\*

When this form is complete, please send to the Office of Global Engagement Attn: Elizabeth Smith. Thank you!

**Final Approval:**

Global Engagement:   \_\_\_\_\_  
Approve Not Approve Office Signature Date