

## STUDY ABROAD COURSE APPROVAL FORM & INSTRUCTIONS

### **For Students:**

The purpose of this instruction sheet is to give assistance and direction to Ramapo College of New Jersey (RCNJ) students who plan to participate in any study abroad or international internship program. On the reverse of these instructions is the Ramapo College of New Jersey Study Abroad Course Approval Form. This form allows you to have your intended courses evaluated for RCNJ credit prior to enrolling abroad. This form MUST be completed before you are accepted to study abroad.

Credits earned through Ramapo College of New Jersey faculty-led programs are received as **RCNJ credit**. These credits are factored into the GPA of Ramapo College of New Jersey students and will be listed as such on your RCNJ transcript.

Credits earned through approved partner programs are considered as **transfer credits** at RCNJ. Courses will not be listed on your transcript until the successful completion of your program and the receipt of your international transcript. Completed courses will be entered by an Academic Advisor in the Center for Student Success at RCNJ. A full list of those programs can be found here: <https://ramapo.studioabroad.com/index.cfm?FuseAction=Programs.ListAll>

The approval process and completion of this form should happen as follows:

- 1.) Students who wish to receive approval **for general education course credit or elective credit** must meet with **Caitlyn Campbell** in the **Center for Student Success** located in **D-205; (201) 684-7008**.
- 2.) Students who wish to receive approval **for credits in any given major/minor** must meet with the **convener** of that major or minor. A list of conveners can be found here: <https://www.ramapo.edu/majors-minors/a-z/>
- 3.) An undergraduate student who wishes to apply credits from an approved study abroad program to his/her final 32 credits at Ramapo College must apply for an exception to the residency requirement (see step 3 on page 2).
- 4.) Once the form is complete, please return to the Roukema Center.

In order for study abroad (transfer) credits to be applied to your RCNJ transcript, students must obtain a grade of “C” or better. Students who receive grades lower than required, will not receive credits on their RCNJ transcript. Study abroad (transfer) credits are not factored into the GPA of Ramapo College of New Jersey. Use these instructions as a checklist to complete the Study Abroad Course Approval Form.

- Meet with the Roukema Center staff at RCNJ to discuss all aspects of the study abroad process. They will help you narrow down your focus.
- Choose a study abroad program that fits your academic, professional and personal goals/needs.
- Print out course descriptions and/or course syllabi. Obtain as much information as possible about each of the courses you plan to take. It is your responsibility to obtain these course descriptions and/or syllabi before you meet with the appropriate convener or academic advisor.
- Speak with the appropriate convener or academic advisor in order to obtain the signatures required on this form.
- Return completed Study Abroad Course Approval Form to C-213.

Please have all international transcripts sent to: Kathryn Lamanna, Assistant Director of International Education, Roukema Center for International Education, Ramapo College of New Jersey, 505 Ramapo Valley Road, C-213, Mahwah, NJ 07430

### **For Convener/Academic Advisor:**

Review the courses selected by the student, and their course descriptions and/or syllabi. On the right-side of the table, indicate how specifically the foreign course will count in the student’s curriculum. Please note that the course is not required to be an exact equivalent to a Ramapo course. If a Ramapo equivalent course cannot be identified, a substitution or elective course can be approved by the relevant convener or academic advisor.

**Roukema Center for International Education  
Application for Study Abroad**



**Step 1 – To be completed by the student**

Name: \_\_\_\_\_ R Number: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Major(s): \_\_\_\_\_ Minor(s): \_\_\_\_\_  
 Current Status @ Ramapo: Freshman Sophomore Junior Senior Number of Completed Credits: \_\_\_\_\_ Current GPA: \_\_\_\_\_  
 Name of Host Institution: \_\_\_\_\_ Location (city, country): \_\_\_\_\_  
 Dates of Attendance Abroad (month/year): From \_\_\_\_\_ To \_\_\_\_\_ Semester Abroad: \_\_\_\_\_

**Step 2**

*To be completed by student*

*To be completed by the Convener or Center for Student Success*

APPROVED HOST INSTITUTION			RAMAPO COLLEGE OF NEW JERSEY			
Course Code and Number	Course Title	Contact Hours*	Course Code and Number	Course Title (or elective category)	Printed Name & Signature of Convener or Academic Advisor	Date

*\*Note: min 12.5 hrs = 1 RCNJ credit; min 25 hrs = 2 RCNJ credits; min 37.5 hrs = 3 RCNJ credits; min 50 hrs = 4 RCNJ credits*

**Step 3 – Please return to Study Abroad Advisor**

Submit signed **original** form to the Roukema Center for International Education, 505 Ramapo Valley Road, C-213, Mahwah, NJ 07430. Following final review, copies will be sent to Registrar, Financial Aid, Center for Student Success and to the student. A copy will also be retained by the RCIE for the student's file.

**To be completed by the Roukema Center:** The student named above will be enrolled in the equivalent of \_\_\_\_\_ U.S. credits for the \_\_\_\_\_ term. Additional approved courses will be considered alternate course options. Final course selection will be chosen at the time of enrollment at the foreign institution.

Signature of Roukema Center Staff Member: \_\_\_\_\_ Date: \_\_\_\_\_

Type of Program:  International Student Exchange  Direct-Enroll  Provider  Faculty-Led  Petition Program