

# How to Complete the Study Abroad Course Form

- Click [here](#) to access the [Study Abroad Course Form](#)
- Click [here](#) to access the [Study Abroad Course Database](#)

## PowerForm Signer Information

Study Abroad Course Form

Fill in the name and email for your academic advisor. They will receive an email inviting them to sign this document.

Please enter your name and email to begin the signing process.

### Student

Your Name: \*

Your Email: \*

Please provide information for any other signers needed for this document.

### Academic Advisor

Name: \*

Email: \*

Enter your first and last name and TU email address.

Enter the first and last name and TU email address of your Academic Advisor. To find your Academic Advisor, check in SSC or your Towson Online Services account. You can look up their email address in the [TU Directory](#).

**BEGIN SIGNING**

Read the instructions on the course form carefully!

**DEADLINES:**

DECEMBER 10 (Minimester, Spring, or Calendar Year)

MAY 10 (Summer, Fall, or Academic Year)

**INSTRUCTIONS:**

1. **Multiple academic subjects cannot be equated on the same form**
2. **Get more courses equated than you will need** in case of scheduling conflicts/course availability.
3. **Meet with your academic advisor** to review your TU degree plan and discuss how study abroad might fit in.
4. **If you don't need a course to fulfill a specific requirement at TU (i.e. major, minor, or core)**, select 'yes' for general lower-level elective toward your overall credits for graduation.
5. **If the study abroad course is listed in the [Study Abroad Course Database](#)** , select 'yes' on the form. Upload a copy of the information page (PDF) from the database.
6. **If the study abroad course IS NOT LISTED in the database OR you do NOT want to earn general elective credit, complete the remainder of the form:**
  - **Attach a syllabus** for each of the study abroad courses.
  - **Business courses only:** Attach information on the accreditation agency for the university or program abroad; an Academic Requirements Report; and a signed Academic Advising Sheet.



**COURSES THAT MAY NOT BE TAKEN ABROAD:** MNGT 481, SPED 301, any upper-level ACCT courses (except ACCT 341), any Finance courses (except FIN 331, FIN 350, and FIN 436), and no more than 6 units of upper level (300-400) MKTG courses through study abroad/away.

**REPEATING COURSES:** Courses taken at TU may not be repeated abroad EXCEPT on *TU faculty-led programs or the TU Global Internship Program*.

**LANGUAGE COURSES:** Students who must repeat a language course abroad that was previously taken at TU will earn unspecific lower-level elective credit.



Upload required documents for business courses or other optional documents here.

Enter your first and last name, TU ID, your major, minor or concentration (if applicable) and information about your study abroad program.

**TO BE COMPLETED BY THE STUDENT:**

First Name: Harry Last Name: Potter TU ID: 0123456

Major: History Minor: Italian

Study Abroad Program/University Abroad: TU in Italy - Rome

City: Rome Country: Italy

Study Abroad Term: Fall Year: 2025

Enter information for the first course in the grey COURSE #1 box.

- If the course IS in the **Study Abroad Course Database**, select 'Yes' and upload a copy of the information page for that course from the database in PDF format.
- If the course IS NOT in the **Study Abroad Course Database**, select 'No' and continue to the next field.

Required - Attachment - Upload course information page from database

**COURSE #1**

**TO BE COMPLETED BY THE STUDENT:**

Overseas Course # and Title: ITL 100- Introduction to Italian Language

Is this course in the [Study Abroad Course Database](#)? Yes

*If yes, upload a copy of the course information page (PDF) from the database and continue to course #2 or finish.  
If no, complete the fields below.*

Do you want to receive lower-level general elective credit? \_\_\_\_\_

*If no, upload a course syllabus (PDF) for review by the academic department.*

For which academic subject are you seeking credit? (E.g. ENGL, POSC, MATH, etc.) \_\_\_\_\_



- If you **DO NOT** need the course to fulfill a specific requirement at TU (i.e. major, minor, or core):
  - Select 'Yes' for lower-level general elective credit
  - Move on to your next course or finish
- If you **DO** need the course to fulfill a specific TU requirement (i.e. major, minor, or core):
  - Select 'No' for lower-level elective credit
  - Indicate which academic subject you want to receive credit in (e.g. HIST or BIOL)
  - Upload a syllabus for the course in PDF format

**COURSE #2**

**TO BE COMPLETED BY THE STUDENT:**

Overseas Course # and Title:

Required - Attachment Applied - Upload course syllabus

Is this course in the [Study Abroad Course Database](#) ?  

*If yes, upload a copy of the course information page (PDF) from the database and continue to course #2 or finish.*

*If no, complete the fields below.*

Do you want to receive lower-level general elective credit?  

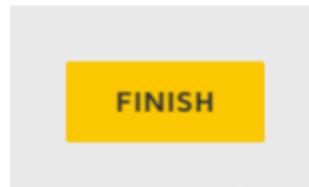
*If no, upload a course syllabus (PDF) for review by the academic department.*

For which academic subject are you seeking credit? (E.g. ENGL, POSC, MATH, etc.)



Repeat these steps for each course you are considering taking abroad.

**IMPORTANT:** Multiple academic subjects cannot be equated on the same form.



When you've entered all your courses and uploaded all the required documents, click FINISH.