



CCBC

The Community College
of Baltimore County

Study Abroad Credit Approval Form

To be used for applying credit earned through study abroad toward The Community College of Baltimore County (CCBC) degree requirements.

Your Name: _____

Social Security Number: _____

Telephones: _____

Email address: _____

Study Abroad Program / Institution: _____

Country: _____

Program of Study at CCBC: _____

Number of credits earned at CCBC before studying abroad: _____

Number of these credits transferred to CCBC (before studying abroad) from another institution: _____

The purpose of this form is to reach an agreement between the student planning to study abroad and CCBC before the student studies abroad. Upon satisfactory completion of a study abroad program, academic work completed abroad can then be used to gain academic credit at CCBC and satisfy specific CCBC degree requirements.

This form represents a tentative agreement to equate foreign academic credit to CCBC academic credit. Prior to departure, the student and CCBC must agree on what will be required to provide satisfactory proof of the completion of the study abroad program - only then can academic credit be awarded by CCBC upon the student's return.

If the study abroad program awards a U.S. transcript from an accredited U.S. institution at the end of the successfully completed program, Records & Registration office will evaluate this transcript as it would for any other transfer student and will then award the student credit.

If the study abroad program awards a foreign transcript at the end of the successfully completed program but not a U.S. transcript from an accredited U.S. institution, CCBC asks that the student have the foreign transcript evaluated by the AACRAO, the American Association of Collegiate Registrars and Admissions Officers, (www.aacrao.com). CCBC can only award transfer credit if it receives this evaluation.

In the event that the program does not award a transcript of any kind, the student is required to consult with the relevant department heads prior to departure to discuss what evidence will need to be brought back in order to get credit through Credit for Prior Learning.

It is important to note that CCBC will only award academic credit for study abroad coursework that is necessary for the completion of the student's program of study. In addition, students are required to fully document their studies and should be able to provide foreign course syllabi, course descriptions, academic transcripts, and completed coursework (e.g. papers written) and exams upon their return to CCBC.

Study Abroad coursework is recorded on the student's transcript in terms of the number of credits awarded. No letter grade is awarded and so the credit does not affect the student's QPA. In addition, a student must receive a passing grade of 'C' or better for study abroad coursework to be transferred to CCBC.

To satisfy residency requirements for graduation at CCBC, a student must complete either a total of any 31 credits of a program of study or the last 15 credits of a program of study at CCBC. Credit for prior learning and CCBC departmental credit by examination can be used to satisfy residency requirements for graduation, but Transfer credits are not considered to be residency credits.

I have read the above and understand the conditions of the credit approval process and I have discussed my academic career with my Academic Advisor.

Student's Signature: _____ Date: _____

Academic Advisor's Signature: _____ Date: _____