

## Study Abroad Credit Pre-approval Agreement

Department of Spanish and Portuguese,  
University of Indiana, Bloomington

***All students planning to take courses for Spanish credit on both IU- and non-IU study abroad programs must read and sign this form and discuss it with Sioux Hill, Spanish Undergraduate Advisor, before departure. For appointments, call 855-1157***

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If you take any Spanish courses abroad that have not been pre-approved for credit at IU (this includes all Spanish courses on non-IU programs), the following is what you have to bring back to Bloomington and show to the Spanish Advisor before you can seek Spanish program credit for these courses:

1. A detailed syllabus. It should include a course description, a final grade breakdown, the number of exams, the number and type of compositions, and the texts read.
2. The notes you took in class and all homework assignments completed.
3. The texts you read for the course (you do not need to show us novels, just their titles).
4. The compositions you wrote. By signing this form, you are committing yourself to completing minimal writing requirements in your study abroad courses as follows:
  - For courses for which you will seek approval at the 300 level, you must write at least 9 pages of essay work. For courses at the 400 level, you must write at least 12 pages. (Note: this does not mean that simply by writing 12 pages you will get 400 level credit for the course, since other factors are involved in equivalence decisions; but if you stay in contact with your IUB advisor, you should have a reasonable idea how the course will equate ahead of time.)
  - At both levels, each individual paper must also be of adequate length (one-page essays will *not* count; papers should be a combination of, for example, one long and several shorter compositions, three medium-length essays, one long paper, etc.).
  - *The papers must be of a substantially analytical or otherwise clearly academic in orientation, not informal personal opinion pieces or journal-type entries. You must make sure early on during the semester abroad that it will be possible for you to complete this writing work in your courses. If the course requires little or no writing you must arrange with the professor to do the writing as extra or substitute work and have it evaluated. If for any reason the professor is unwilling to do this, you must make special arrangements with the study abroad program director.*
  - You must also ensure that the professor hands all essays back to you by the end of the course! If not, or if you lose the essays, *you will not receive IUB Spanish department credit* for the course. As a precaution, keep all computer files for papers written along with a print-out, and if papers are written by hand, make photocopies before handing them in, etc. *No excuses for lost papers will be accepted!*

If you have any questions or run into any complications with these requirements, contact the Director of Undergraduate Studies at Bloomington as early in the study abroad semester as possible. Note: Please keep all your course work until the equivalencies and grades appear on your Degree Progress report. **By signing this form, you confirm that you have read and understood all the information on this form and have agreed to bring back the materials and coursework as stipulated.**

**Signed:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Study Abroad Program and Semester:** \_\_\_\_\_