Coggin in Spain: Credits Form

Students: Meet with your academic advisor to complete this form. (Remember to initial the policies below.) Upload the completed form into your *faculty-led* study abroad application in myWings: student self-service > online forms.
Advisors: Fill in the information regarding program prerequisites. With the student, determine how these courses will be used in the degree evaluation and sign. Note the student's credit use in Advising Notes.

Student Name	N Number	Major(s)	Minor(s)

Program Destination	Dates of Travel	Term of Course	Credits
Universidad de Alicante | Alicante, Spain	Early May – Early June	Summer A 2019	6

Prerequisite: MAN 3025 Administrative Management
To participate in this program, students must complete prerequisite(s) *prior to* the term of the study abroad.

ADVISOR USE ONLY		Yes	No	Semester/Notes	Advisor Initials
Has the student previously completed **MAN 3025** with a "C" or higher? If not, please indicate which term student is/will be taking **MAN 3025**.					
Please indicate student's current academic standing:		☐ good ☐ probation ☐ suspension			
Credits	**Courses (students take *both*)**	**Use in Degree Evaluation**			**Advisor Initials**
3	MAN 4000X Competition and Leadership *May substitute for MAN4313 Effective Business Leadership*				
3	GEB 4000X Innovation, Immigration, and Social Entrepreneurship				

ACADEMIC POLICIES

Students: Please read and initial each policy, indicating you understand.

a. In order to participate in the international travel associated with the "Coggin In" program, I must be registered for and pay tuition for the corresponding six-credit XCH4000 placeholder course. _____

b. If I am unable to register for the study abroad course for any reason (e.g., suspension, not meeting prerequisite, transferring to another school, etc.), I will ***not*** receive a refund for any money paid, and I ***will*** be held liable for the entire program fee, and I will ***not*** be permitted to participate in the international travel component of this course. _____

c. If I am on **academic probation** or **suspension** at the time of application, I must contact Coggin Study Abroad Director Kate Mattingly Learch to schedule an appointment *within 2 weeks* of submitting my application. Failure to do so may jeopardize my participation in the study abroad program. _____

d. I am required to have met ***all*** prerequisites with a "C" or higher *prior* to the term when I enroll in the study abroad course. If I do not, I will ***not*** be able to participate in the program, and I ***will*** be held liable for the entire program fee. _____

e. If I have not completed the prerequisite course(s) at the time of application, I am required to contact Coggin Study Abroad Advisor Stephanie Worley to schedule an appointment within 2 weeks of submitting my application, and I am required to contact and inform Coggin Study Abroad Advisor Stephanie Worley prior to going abroad if I do not earn a passing grade (C or higher) in the prerequisite course by the end of the semester preceding my study abroad. _____

I understand where this course can be used in my degree evaluation and that all prerequisite courses must be successfully completed prior to the "Term of Course" listed above.

_____ _____ _____ _____

Student Signature Date Academic Advisor Signature Date

5-Oct-18/kml