PROCEDURE FOR FEAP PROGRAMS OUTSIDE THE REGULAR SEMESTER TERMS

PER DR. MIKE MAYFIELD

Form A: Procedures for Study Abroad During Regular Terms
Form B: Schedule of Classes Academic Course Meeting Dates Exception Form (from Registrar’s office)

Depending on the details of the proposed study abroad, it might be necessary to complete both forms. Here are three scenarios:

1) Course is listed within the fall or spring regular semester dates but requires that students miss three extra days of class over fall or spring break. From A required.

2) Course is listed as spring semester and lasts until after graduation but before summer session starts (for the academic 2015-2016 this would be after May 15th and before May 24th, 2016). OR, Course is listed as Summer I but begins before the official summer dates (for the academic 2015-2016 this would be before May 24th, 2016). From B required.

3) Course is listed as fall or spring semester and leaves before finals are over and returns after graduation is completed. Forms A and B required.

Please note, these instructions and forms apply to both Undergraduate and Graduate Programs.