The Credit Agreement Form (CAF) serves as a learning contract between the student going abroad and the University of Oklahoma, which agrees to post successfully completed study abroad coursework to the student’s transcript. Students must submit completed CAFs to their Education Abroad Adviser by the following deadlines:
- **April 1:** For Summer, Fall Semester and Academic Year Programs
- **November 1:** For Spring Semester or Calendar Year Programs

### Step 1: Student and Program Information

<table>
<thead>
<tr>
<th>Last name:</th>
<th>First name:</th>
<th>M.I.</th>
</tr>
</thead>
<tbody>
<tr>
<td>OU ID:</td>
<td>OU College:</td>
<td></td>
</tr>
<tr>
<td>Major(s):</td>
<td>Minor(s):</td>
<td></td>
</tr>
</tbody>
</table>

**Official Study Abroad Program Name:**

**Location(s) of Study Abroad Program (City & Country):**

**Term:**

- [ ] Fall  
- [ ] Spring  
- [ ] Summer  
- [ ] Academic Year  
- [ ] Calendar Year

**Program Start (mm/dd/yy):**  
**Program End (mm/dd/yy):**

**Study Abroad Program Type:**

- [ ] University Exchange (INTL)  
- [ ] Transfer credit program (EAAP)

**Study Abroad Adviser:**

### Step 2: Study Plan

(Existing course equivalencies represent a guideline for future equations, not a guaranteed result)

<table>
<thead>
<tr>
<th>Study Abroad Course Code &amp; Title</th>
<th># of Credits at local institution</th>
<th>Language-learning Course (yes or no)</th>
<th>Pre-equated Course (yes or no)</th>
<th>Anticipated number of OU credit hours</th>
<th>Default OU Course Prefix and #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### College-level Academic Adviser Review

**Comments:**

I have met with this student to discuss how this study abroad program may satisfy his or her degree requirements:

- [ ] yes
- [ ] no

Within my department I will also be the responsible party for equating foreign courses for this student:

- [ ] yes
- [ ] no

**Name (Printed)**

**Position/Title**

**Signature**

**Date**

### Modern Language Adviser Review

(Only for students taking language-learning course work)

**Comments:**

I have met with this student to discuss how this study abroad program may satisfy his or her language requirement(s):

- [ ] yes
- [ ] no

I will be the responsible party for equating modern language credit for this student:

- [ ] yes
- [ ] no

**Name (Printed)**

**Position/Title**

**Signature**

**Date**

### Step 4: OU Admissions Office

**Institution(s) of Record Issuing Academic Transcript:**

**Transfer grades posted as:**

- [ ] S/U
- [ ] A-F letter Grades
- [ ] Both

**Total Number of OU Credit Hours Student May Expect to Earn Abroad Based on Information Provided**

**Comments:**

Student has provided syllabi or course schedule:

- [ ] yes
- [ ] no

**Name (Printed)**

**Signature**

**Date**

### Step 5: Student Signature

I, the undersigned, acknowledge that in order to receive credit for my study abroad program, I must send a completed and signed Enrollment Verification Form to my OU study abroad adviser within two weeks of starting classes abroad, and ensure that an official transcript from the host institution or provider is sent to my OU study abroad adviser upon completion of my program. Credit posting on my OU transcript will reflect actual credits earned abroad and may differ from the coursework and credit hours listed in this document. To have international coursework equated to specific OU courses, a final evaluation of program course content and transcript may be necessary upon program completion. I will comply with all recommendations or additional requirements specified above. I understand that I will be charged $10 per credit hour for any transfer work obtained through an approved provider or direct enrollment program, and $15 per credit hour for University Exchange course work (INTL) transferring to OU.

**Name (Printed)**

**Signature**

**Date**
Instructions for Completing the Credit Agreement Form

In order to complete the CAF, the student should take the following steps:

- General considerations:

1) Determine what courses are available as part of the study abroad program; this information may be available on the Education Abroad, host university, or study abroad provider’s website. Note: because a course may be offered during one year does not guarantee that the course will always be available to every student every year. Your OU study abroad adviser will help you with locating the necessary information.

2) Review the guidelines for study abroad course approvals stated in the Study Abroad Course Equivalency Request Form (available on the Education Abroad website), if you are taking non-OU coursework.

- Filling out the form:

Step 1: Student and Program Information
- Fill in your personal and study abroad program information. Your study abroad adviser can assist you if you are unclear about something.

Step 2: Study Plan
- Put down an appropriate number of courses to be taken at the host institution or program provider – usually that will be 4-8 courses per semester, accordingly less on summer programs. The number of credits earned on the program must equate to at least 12 OU credit hours per semester, and 3 OU credit hours per summer term. Be as detailed as possible regarding course code and title and the number of international credits. Mark YES if the course in question is a language-learning course. Check if there has been a previous OU equivalency for your courses on the EA online program brochure. Leave the Admissions field blank. If applicable, complete a Study Abroad Course Equivalency Request Form for each course for which you seek pre-approval, and submit it to the appropriate faculty or staff member in the college or department where credit is sought. You will have to provide course documentation for this process. Note: many departments will not pre-approve OU course equivalents for study abroad coursework and will require you to bring back your course materials for evaluation upon your return to campus. Course documentation can consist of: Syllabi, course descriptions, class schedules, reading lists, text books graded exams, personal notes, etc.

Note: The default type of academic credit you earn for all EA-approved programs is lower division elective credit. Upper division elective credit or specific course equivalents will need special approval by the OU department where credit is sought.

Step 3: Academic and/or Language Advising
- Meet with your College-level academic adviser to discuss your study abroad plans, what kind of coursework (that is available through your study abroad program) might best fit into your OU degree, and how much flexibility you have with regards to your curricular choices abroad. Your college adviser will need to sign and date this form. You should bring all available course information to the meeting.

Step 4: OU Admissions Office
- Check in with an OU Admissions officer to receive a signature and information about the number of credit hours and type of grades you will transfer to OU for the coursework listed on page 1. You should bring along all available course documentation and allow at least 48 hours for signature by an Admissions officer. Admissions dedicated following office hours for signing the Credit Agreement Form for Spring 2014 program students: Tuesday, October 22: 1:00-4:00, Friday, October 25: 9:00-12:00, Monday, October 28: 1:00-4:00, Wednesday, October 30: 1:00-4:00, Thursday, October 31: 9:00-12:00

Step 5: Student Signature
- After you have obtained the signature of your college (and language) adviser and an OU Admissions officer, you as the student will need to sign and date the form and give it to your study abroad adviser by the required deadline.