



# IEC Semester Away Learning Agreement

This form is to be used by any student wishing to apply to a semester or summer away program including the **MassArt Exchange Program**, the **AICAD Exchange Program** or an approved **Third-Party Provider Program**. Completed & signed forms must be uploaded to the COF Studio Abroad Portal ([cof.studioabroad.com](http://cof.studioabroad.com)) before approval is granted by the International Education Center (IEC) to apply to the away program.

*\*There are 2 pages to this form. Both must be completed, and all relevant signatures must be obtained.*

SECTION #1: GENERAL INFORMATION		
<b>Name:</b>	<b>Student ID#:</b>	<b>DOB:</b>
<b>MassArt Major:</b>	<b>Year of Graduation:</b>	<b>Email:</b>
<b>Abroad Period:</b> <input type="checkbox"/> Fall 20____ (due March 15) <input type="checkbox"/> Spring 20____ (due October 15) <input type="checkbox"/> Summer 20____(due March 15)	<b>Host Institution/Third Party Provider:</b> <input type="checkbox"/> Name: _____ <input type="checkbox"/> City: _____ <input type="checkbox"/> Country: _____	

SECTION #2: MAJOR COURSE REQUIREMENT EQUIVALENCIES			
<b>Host Institution/Program Abroad:</b> Enter the individual courses or block of courses you intend to take on your abroad program and the number of credits you will attempt (also indicate the type of credit, e.g. ECTS).		<b>MassArt Major Requirement Equivalencies:</b> Note the names/numbers of the specific MassArt major classes that you will be replacing with courses taken abroad. Include the MassArt course code, name, & number of credits. As possible, align them on the table below with the host program course you will take abroad.	
Host Institution/Program Abroad Courses	# of Credits	MassArt Major Requirement Equivalencies	# of Credits
<b>Total Host Institution Credits</b>		<b>Total MassArt Requirement Equivalencies Credits</b>	



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<b>Student Name:</b>	<b>Student ID#:</b>	<b>DOB:</b>
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**SECTION #3: STUDIO ELECTIVES AND HISTORY OF ART/LIBERAL ARTS COURSES**

<b>MassArt Studio Electives:</b> This section is to note: a) the number of studio elective credits you intend to take while abroad and b) the subject of the studio elective. Write the department name of the studio elective credit and number of credits (e.g. printmaking / 3 credits). If identified, include the name of the course(s) you'll take abroad. If you're not planning to take a studio elective, you can leave this section blank.		<b>Liberal Arts or History of Art:</b> This section is to record a) the number of Liberal Arts or History of Art credits you intend to take while abroad and b) the subject area (LA or HART) of the classes you plan to take. Write the department name and the number of credits (e.g. Liberal Arts: Math / 3 credits). If identified, include the name of the course(s) you'll take abroad. If you're not planning to take HART or LA, you can leave this section blank.	
MassArt Studio Electives	# of Credits	Liberal Arts or History of Art	# of Credits
<b>Total Studio Elective Credits</b>		<b>Total Liberal Arts/History of Art Credits</b>	

**SECTION #4: TOTAL NUMBER OF CREDITS**  
**Summary:** Indicate the total number of credits you intend to transfer back to MassArt after your study abroad/semester away.

MassArt Major Equivalencies	# of Credits	MassArt Studio Electives	# of Credits	Liberal Arts or History of Art	# of Credits
<b>Total Number of Credits to be Attempted During Study Abroad/Semester Away</b>					

**SECTION #5: PORTFOLIO REVIEW DATE**  
**Summary:** Students are required to meet with their Department Chair/Faculty Advisor after their semester abroad and prior to the Add/Drop period of the following semester in order to confirm credits achieved.

<b>Portfolio Review Date:</b>	Notes:
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**SECTION #6: SIGNATURES**  
**Student:** By signing below, you agree to attempt the courses listed on this form and understand that courses can only be applied to your MassArt transcript if reviewed and approved by your Department Chair. You agree to obtain approval from MassArt if your planned courses change upon arrival to your host institution/program, and to complete an Arrival Verification Form after the Add/Drop period at your host institution/program.  
**Faculty Advisor/Department Chair:** By signing below, you agree to allow this student to attempt the major requirements listed on this form at the Host Institution abroad. Credit will only be applied to the student's transcript as the above listed MassArt Major's Requirements provided the student receives a passing grade from the the Host Institution in the course proposed above and the student passes a portfolio review with you, the Chair of the student's department or the faculty deemed the student's faculty advisor upon return from the abroad program.  
**Registrar:** By signing below, you agree to allow this student to attempt the History of Art/Liberal Arts courses listed at the Host Institution. Credit will only be applied to the student's transcript as the above listed courses provided the student receives a passing grade from the Host Institution and the class title and/or content does not change from the one listed above.

<b>Student Name (please print):</b>	<b>Signature:</b>	<b>Date:</b>
<b>Department Chair Name (please print):</b>	<b>Signature:</b>	<b>Date:</b>
<b>Registrar Name (please print):</b>	<b>Signature:</b>	<b>Date:</b>