

# Required Course Request



Return completed materials to:

702 E Osborn Rd. p: 800 .266 .4441  
Suite 200 f: 480 .557.7926  
Phoenix, AZ 85014 [Registrar@ceacapa.com](mailto:Registrar@ceacapa.com)

Name of Student: \_\_\_\_\_

**The below must be filled out by the student's academic or study abroad advisor, or the equivalent. A degree plan or major map must also be submitted to CEA CAPA along with this form, in order to be reviewed.**

1. The student is on track to graduate (Term & Year): \_\_\_\_\_

2. In order to graduate on time, the student **must** complete the following while studying abroad:

Course Title: \_\_\_\_\_

Credit this will fulfill: \_\_\_\_\_

Alternate to this course (If applicable): \_\_\_\_\_

Course Title: \_\_\_\_\_

Credit this will fulfill: \_\_\_\_\_

Alternate to this course (If applicable): \_\_\_\_\_

3. CEA CAPA cannot guarantee course placement for any student, including those with graduation requirements. **We ask that this form only be completed for those students who absolutely need to take the above course(s) to maintain satisfactory academic progress.** Please understand that transcripts are released 90 days after the program end date and will not be released until the student is financially cleared.

I have read and understand the above statement

\_\_\_\_\_  
Advisor Name (Please Print) Title

\_\_\_\_\_  
Advisor Signature Date

\_\_\_\_\_  
Advisor Telephone Email

## Student Agreement

I have read the information above and understand that CEA CAPA cannot guarantee course placement, nor will I be refunded if I am unable to be placed in the course(s) listed above. I also understand that my study abroad transcript(s) will be released up to 90 days following my program's end date.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_