



Course Approval Form | Non-CU Denver Programs

Student Name _____ Student ID _____

Major _____ Minor _____ Program Term and Year _____

Program Name, including Study Abroad Provider and Host University, if applicable _____

University*

Issuing Transcript _____ Program Location _____

*UNIVERSITY MUST BE AN ACCREDITED HIGHER EDUCATION INSTITUTION, VERIFIED BY OGE _____ (signature and date) CITY COUNTRY

ATTENTION: Before completing the section below, please read the instructions on the reverse side of this page.

TO BE COMPLETED BY STUDENT	TO BE COMPLETED BY ADVISOR						
Indicate your preferred courses with an X Select up to five	Title of course abroad Department/Number/Title	Degree req. satisfied **See reverse side for options	Min. letter grade needed (if higher than C-)	CU Denver Department equivalency & level	# of CU Denver Credits *** See reverse side directions	Advisor Authorization (Name printed and signed and date)	Department
	<i>Ex. HIS 301: History of Ireland</i>	<i>Ex. Major</i>	<i>Ex. B</i>	<i>Ex. HIST 2999</i>	<i>1-6</i>	<i>Ex. K. Jones/K. Jones, 10/26/2016</i>	<i>Ex. History</i>

Approved by: _____ Name (please print) _____ Signature _____ Date _____

Student _____

College/School Advisor _____

Office of Global Education _____

COURSE APPROVAL FORM

Student Instructions

1. STUDY ABROAD COURSES

- Fill out the first column with courses you would like to take during your studies abroad. It is recommended that you get extra courses approved so that you have options with your class schedule.
- Indicate which of these courses are your preferred top five.
- Internship credit cannot be transferred from another institution, whether domestic or international. More specifically, internship credit awarded by a third party study abroad provider or host institution **will not** transfer back to CU Denver and should not be included on this form. If you wish to receive academic credit for an international internship, you must work directly with CU Denver's Experiential Learning Center (ELC) in order to have your internship pre-approved and to enroll in the appropriate CU Denver internship course.
- You can submit more than one of these forms.

2. COURSE DESCRIPTIONS AND SYLLABI

- ** Print out your course descriptions and syllabi and bring them to your advisors for approval. **

3. ACADEMIC ADVISOR(S)

- Visit with your academic advisor(s) in your college or school (i.e. College of Liberal Arts and Sciences, Business School, College of Arts & Media, etc.) first to discuss your plans to study abroad and determine if the courses you plan to take abroad will apply towards your degree.
- If you are either a student within the College of Liberal Arts and Sciences (CLAS) or want course credit from CLAS, send this form and the course syllabi to clas.studyabroad@ucdenver.edu.

4. COLLEGE/SCHOOL APPROVAL

- After obtaining approval for all individual courses, visit your college/school advisor to obtain approval for the overall form.

5. SUBMIT FORM TO THE OFFICE OF GLOBAL EDUCATION

- After reviewing and approving the completed form, the Office of Global Education will upload it to your study abroad application.

Advisor Instructions

1. READ COURSE DESCRIPTIONS AND SYLLABI PROVIDED BY STUDENTS

- The advisor for the student's major completes this form for courses that will count towards the major.
- The advisor for the student's minor completes this form for courses that will count towards the minor.
- The student's college or school advisor completes the form for courses that will count towards Core (aka General Education) or college/school requirements.
- All other courses can only be approved by an advisor in the corresponding department (i.e., History of Brazil is approved by the History Department; Geography of Southern France is approved by the Department of Geography and Environmental Sciences).
- The student's college/school advisor signs off on the fully completed form.

2. DEGREE REQUIREMENT SATISFIED

- **Enter the appropriate type of requirement in this column: major, minor, Core, college/school req, needed general elective, or N/A.

3. MINIMUM GRADE NEEDED

- Per the Study Abroad Credit Transfer Policy, "Students who receive a C- or above for a course abroad will receive transfer credit on their CU Denver transcript. Students who receive a D grade or below for a course abroad will not receive transfer credit for that course on their CU Denver transcript. Neither grade will affect a student's overall GPA, but earned transfer credit will count towards the student's required credit minimum."
- If a higher letter grade is required for the course to count towards the requirement specified in the previous column, please indicate this higher letter grade.

4. CU DENVER DEPARTMENT EQUIVALENCY & LEVEL

- Based on the course descriptions and syllabi, determine if there is an equivalent CU Denver course.
 - If there is an equivalent course, enter in that course information (i.e., *HIST 4029, PSCI 3042, etc.*).
 - If there is no equivalency, enter the appropriate department and level for this course, written as #999 (i.e., HIST 4999, PSCI 3999, etc.).
 - Topics course codes will not be accepted by the Office of Global Education.

5. NUMBER OF CU DENVER CREDITS

- Enter in the appropriate number of credit hours. Please refer to the number of contact hours listed in the course description and syllabus.
- *** Note that sometimes credit taken abroad is not equivalent to credits transferred back to the United States. For example, many European countries use a system called ECTS (European Credit Transfer System), and in most cases the number of ECTS credits are equal to *half* that in the United States (e.g. 5 ECTS credits = 2.5 US credits). The Office of Global Education will verify credit number upon receipt of form.

6. ADVISOR AUTHORIZATION

- Print and sign your name for the course(s) you have approved.

7. DEPARTMENT

- Enter your academic department in the final column.

Note: Final transfer and credit evaluation is contingent upon receipt of official transcript from the study abroad host institution and final approval by Office of Global Education.

For questions, contact us at study.abroad@ucdenver.edu or at 303.315.2001

Last updated: September 2019