

Transfer Credit Pre-Approval Form

Please complete BOTH sides of form

STUDENT INFORMATION:

Name _____ UID _____

Learning Abroad Program _____

Program Term _____ Host University (If Applicable) _____

MAJOR ADVISOR APPROVAL:

I have met with this student, discussed Learning Abroad plans in relation to academic plans, and I support the applicant's participation in a University of Utah Learning Abroad program.

Academic Advisor Signature _____ Date _____

Printed Name _____ Department _____

INSTRUCTIONS FOR STUDENT:

To earn transfer credit toward specific U of U degree requirements, each course taken abroad must be reviewed by the relevant department. You can use the same form for all advisors; you do not need to use a separate form for each department.

- **Major and Minor requirements or electives** are reviewed by academic advisors in those departments.
- **General education requirements** are reviewed by Julia Vincent in the Academic Advising Center. Please email course descriptions and the Gen Ed requirements you are hoping to fulfill to jvincent@advising.utah.edu. (*DESB students: please contact your advisor for information on the applicable process for Gen Ed approval.*)
- **All other courses:** Courses that do not fall into one of the above categories must be approved by an academic advisor in the relevant department. *Courses that are not pre-approved will post at the discretion of Admissions, based on U course transfer guidelines. Please note all courses must have an equivalent U of U course in order to transfer without departmental approval. Please refer to <https://catalog.utah.edu> for U course details.*
- **When meeting with an advisor, bring as much information as possible regarding your program**, including syllabi, course descriptions, background on the program, etc. If this information is not available prior to your departure, it may not be possible to pre-approve transfer credit. In this case, you should save as much information as possible during the program (syllabi, exams, papers, etc.) to submit for review upon completion of the program. **You may need to schedule more than one meeting with your advisor to pre-approve courses, and may also be required to meet with a faculty member. Contact your advisor as soon as possible to avoid delays.**
- As course schedules and availability often change, Learning Abroad recommends that you seek review of **double the amount of courses you anticipate taking** before departure, so that you can easily switch courses if needed.

INSTRUCTIONS FOR ADVISOR:

The above student plans to participate in the Learning Abroad program listed on this form and seeks to apply credits earned to their academic program at the University of Utah. For courses fulfilling requirements in the major(s) for which you advise, please complete the course information and indicate one of the following:

- **More information needed:** In order for the course to satisfy a degree requirement, additional documentation may be reviewed by the appropriate academic department upon the student's return.
- **Approved:** This course fulfills stated degree requirement and does not require further documentation.

If a course should be reviewed by the Registrar for Upper Division credit, please check the "Upper division" box.



Pre-Approved Learning Abroad Courses for Transfer Credit

Course 1 Learning Abroad Course _____ U of U Equivalent Course _____
Credit Hours _____ Upper division Requirement Fulfilled _____ More info needed Approved
Advisor Name _____ Advisor Signature _____

Course 2 Learning Abroad Course _____ U of U Equivalent Course _____
Credit Hours _____ Upper division Requirement Fulfilled _____ More info needed Approved
Advisor Name _____ Advisor Signature _____

Course 3 Learning Abroad Course _____ U of U Equivalent Course _____
Credit Hours _____ Upper division Requirement Fulfilled _____ More info needed Approved
Advisor Name _____ Advisor Signature _____

Course 4 Learning Abroad Course _____ U of U Equivalent Course _____
Credit Hours _____ Upper division Requirement Fulfilled _____ More info needed Approved
Advisor Name _____ Advisor Signature _____

Course 5 Learning Abroad Course _____ U of U Equivalent Course _____
Credit Hours _____ Upper division Requirement Fulfilled _____ More info needed Approved
Advisor Name _____ Advisor Signature _____

Course 6 Learning Abroad Course _____ U of U Equivalent Course _____
Credit Hours _____ Upper division Requirement Fulfilled _____ More info needed Approved
Advisor Name _____ Advisor Signature _____

Course 7 Learning Abroad Course _____ U of U Equivalent Course _____
Credit Hours _____ Upper division Requirement Fulfilled _____ More info needed Approved
Advisor Name _____ Advisor Signature _____

STUDENT SIGNATURE:

- I understand that courses for which more information is needed may be reviewed upon completion of my program. I must supply syllabi and other materials for all courses I will take abroad to facilitate the review and approval of courses. If I change my plan of study, I understand that there is a risk that some credits may not transfer. Only courses passed with a grade of C- or above will be considered for transfer (some majors require a minimum grade of C or higher for transfer credit). All grades received will appear in my transfer GPA.
- I elect not to use this form and understand that Learning Abroad credit may not fulfill any degree requirements.

Student signature _____ **Date** _____