



Course Transfer Pre-Approval Form

Student Name: _____

Host University Name: _____

ID #: F00 _____

Name of Institution Issuing Transcript: _____

Major(s): _____

Term: _____

I understand that in order to receive credit for the below courses, official transcripts from my approved program must be received by the Study Abroad Office. Furthermore, I acknowledge that grades earned abroad will transfer back to Concordia and affect my GPA (excluding summer courses). I understand that CU Study Abroad cannot transfer credit that does not appear on my official study abroad transcript. I understand that courses that appear on my transcript, but not on this form, are not guaranteed to transfer.

Student Signature: _____ Date: _____

TO COMPLETE THE COURSE APPROVAL FORM PLEASE REFER TO INSTRUCTIONS AND NOTES ON PAGE 2 OF THIS DOCUMENT

Proposed Course Abroad Ex. PL SC 3889 Political Economy	US Semester Credits Earned	CU Equivalent EX. POLS 301	Dean/Chair Signature	Dean/Chair Printed Name	Use of Course
					<input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Elective <input type="checkbox"/> CORE
					<input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Elective <input type="checkbox"/> CORE
					<input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Elective <input type="checkbox"/> CORE
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					<input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Elective <input type="checkbox"/> CORE
					<input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Elective <input type="checkbox"/> CORE
					<input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Elective <input type="checkbox"/> CORE



Course Transfer Pre-Approval Instructions

Instructions for Students:

1. Once you have selected a study abroad program, select courses that you plan to take abroad. Please confer with your host university or study abroad program provider for a list of possible courses and course descriptions and/or syllabi.
2. Your academic advisor will need to review each course substitution. Be sure to provide your academic advisor/faculty person with detailed course descriptions (or syllabi as requested) for all the courses you plan to take abroad. It is essential that you discuss your study abroad plans with your academic advisor(s).
3. The department chair must sign off on any course that will count towards your major or minor. The Dean of the School of Arts & Sciences will sign off on CORE courses. You must receive approval for credit taken abroad before your program begins. If you do not receive written approval before the start of your program, transfer equivalencies cannot be guaranteed.
4. Take the completed form to the Registrar who will sign the bottom of the form.
5. Submit the Course Approval form electronically in your Concordia Study Abroad application, under the Course Transfer Pre-Approval questionnaire.

Instructions for Faculty/Academic Advisors:

1. The student you are advising is planning to study abroad. The Course Approval Form is used to approve specific classes in a student's program for transfer to CU. Every effort should be made to complete this form prior to the student's departure for study abroad.
2. Please review the course descriptions or syllabi to determine if the courses the student proposes to take abroad will fulfill requirements at CU. Dr. Montreal can sign off on Core courses, while department chairs will need to sign off on Major/Minor courses. **The Registrar will need to sign for final approval.**
 - a. If the proposed course is equivalent to a CU course, please list the department code and the course number (ex: POLS 321).
 - b. If the proposed course does not have an exact equivalent to a CU course, please indicate if the course is a "topics" course and assign a department code and course number for the class (i.e. POLS 291 or POLS 391). Another option is to assign the department code, level, and XX (i.e. HIST 1XX, ENGL 2XX, PSYC 3XX) for study abroad courses that have no exact CU equivalent but the level can be identified.
3. Should classes change while abroad, students are advised to contact their academic advisor immediately to secure a CU equivalent for the new course(s). Please respond to the students email and give electronic approval. Please copy the Study Abroad Office on these communications.
4. If there have been changes to the approved courses while abroad, students must update their course approval form with the Dean/Chair's signature approving the new courses and CU equivalents.

Notes:

US Semester Credits Earned: Most foreign universities use different crediting systems than CU. However there are standard equivalencies for credits earned on Concordia-sponsored study abroad programs. Check with the Study Abroad Coordinator to see how many US credits a given foreign course is worth.

CU Equivalent: The Dean/Chair should indicate the CU equivalent with which the foreign class corresponds. Students should provide a course description or syllabi to help in choosing the equivalent.

- When assigning CU equivalents for study abroad courses, please include the subject or department code and the course number, ex: HIST 101.