



UCCS Study Away Course Approval Instructions

You are encouraged to design your study away and overall course plan in advance and in close consultation with your academic advisor. You may focus on your major/minor while away or choose to explore other academic disciplines through electives. Study Away programs offer a variety of specialized courses that may be unavailable on campus. Focusing your coursework away on the host language and culture is an excellent use of elective credits.

COURSE APPROVAL PROCEDURE

A Study Away course approval is a record of agreement from an academic department at UCCS to accept a course taken at another university to count for an equivalent course at UCCS and/or towards a UCCS degree requirement.

1. Complete the student information section of UCCS Study Away Course Approval Form.
2. Identify courses to be taken at the host institution. Visit the program's website to find the courses offered. If you have difficulty finding courses, ask the program or your Study Away Coordinator. Note: Final registration may not take place until arrival; therefore, it is imperative that students select alternate courses.
3. Take your course selection and if necessary the syllabi (or course descriptions) to your academic advisor. If you plan on taking a course towards your general education program and/or elective credits, it can be approved by your Academic Advisor. If you plan on taking a course towards your compass curriculum it needs to be approved by the compass curriculum team. If you plan on taking a course towards your major/minor, it should be approved by the departmental chair.
4. Submit signed course approval form to the Global Engagement Office (Education Abroad) or National Student Exchange (NSE) as appropriate. We recommend making a copy of the form for your own records before submitting it.
5. **If your courses change while away, please keep in mind that you must request approval from the relevant academic department and college for any courses not previously approved on the course approval form.**

Academic Advisor Notes:

Office use only- Notes between Academic Advisor and Faculty Approver:

Deadline: **DECEMBER 1** (spring and calendar year programs) or **MAY 1** (summer, fall, academic year programs)



Last Name _____ First Name _____ Middle Initial _____

Student ID Number _____ Major (s) _____ Minor (s) _____

Term Away (i.e. *Spring 2015*) _____ Start Date (i.e. *August 24, 2016*) _____ End Date (i.e. *December 19, 2016*) _____

Total # of courses you plan to take _____ Total Semester/Quarter Credit Hours _____

Host University _____ Host city and Country _____

UNIVERSITY MUST BE AN ACCREDITED HIGHER EDUCATION INSTITUTION

CITY

COUNTRY

<input type="checkbox"/> EDUCATION ABROAD	<input type="checkbox"/> NATIONAL STUDENT EXCHANGE
<input type="checkbox"/> EXCHANGE	<input type="checkbox"/> NON-EXCHANGE
<input type="checkbox"/> PLAN A	<input type="checkbox"/> PLAN B

IN THE SPACE BELOW, LIST THE EDUCATION ABROAD COURSES TO BE TAKEN, AND OBTAIN APPROVALS FROM THE APPROPRIATE ACADEMIC DEPARTMENTS TO IDENTIFY HOW THE CREDITS ARE TO BE APPLIED TOWARD GRADUATION REQUIREMENTS.

Proposed Courses to be taken at Host Institution (To be completed by student)			UCCS Equivalency/ Requirements fulfilled (To be completed by Academic Advisor)			Approval Signature (To be completed by Academic Advisor, Compass Curriculum Committee, and/or department as appropriate)
Subject and Course #	Host Credit Hours	Host Institution Course Title	Subject and Course #	UCCS Equivalency/ Requirement Fulfilled	Approval Required by:	
ALTERNATES						

**If no direct equivalent for the course exists, please still list the appropriate course level and number of credit hours for the course. For example: SPAN 1999, SPAN 4999*

Student Signature

I have reviewed the course approval form and I agree to abide by all policies, rules and procedures. I am aware that failure to do so may affect the transfer of my credits earned in my program abroad.

Signature _____

Date _____