



Study Abroad Credit Approval Form Instructions

INSTRUCTIONS FOR STUDENTS:

You are required to submit approved study abroad courses of interest by the deadline prior to your departure from USU. Work with the articulation representative in the academic department or college from which you are requesting credit to approve courses for major, minor, general education, and/or elective credit before you study abroad. *Please submit as many forms as needed.

1. Review the list of courses offered at your host institution and find the course descriptions of the courses you want to take.
2. Look for similar courses at USU using the course catalog.
3. Email the Credit Approval Form and course descriptions from both the host institution and USU to the articulation representative in the academic department or college from which you are requesting credit. You may be requested to translate course descriptions. The articulation representative is an expert in their field and will have the final say regarding the USU equivalent for a particular course. **It is strongly recommended that you select several back-up courses in addition to your top pick courses, should certain courses not be available at the time of your enrollment.**
4. It is highly recommended to discuss your proposed courses with your academic advisor. Identify any classes you would like to have graded as P/F and discuss with your academic advisor. If P/F grades are desired see “Grade Policies” section below. Your academic advisor is who can approve/deny P/F grading. Contact studyabroad@usu.edu for P/F approval process for study abroad courses.
Please note: You may choose to request any class be graded as P/F with prior approval, but be aware that some major classes must be letter graded to count toward your degree requirements. Discuss your P/F requests with your academic advisor to see if that type of grading best benefits what you want/need.
5. The completed form, with all required signatures, must be submitted to USU Study Abroad prior to your departure from USU. Please upload your completed form to the Study Abroad Credit Approval Form questionnaire in your study abroad application.

When you register at your host institution, you may select courses not listed on the form. If this happens, contact the articulation representative in the department/college from which you are requesting credit for approval of the additional courses. The signed form should then be re-submitted to USU Study Abroad. It is again highly recommended to also touch base with your academic advisor about any course changes. Getting approval for any additional course(s) is best handled while you are still abroad. If this is not done, you will need to complete the process upon return. However, waiting until you return to USU can significantly delay the transfer of your credits and should be avoided whenever possible. In addition, some articulation representatives may require approval before departure (or while abroad, if changes are made after arrival at host institution).

INSTRUCTIONS FOR ARTICULATION REPRESENTATIVES:

This form lists the courses that the student plans to complete on their study abroad program. Please list the USU course equivalents.

- If a course is not exactly equivalent to any course offered in your department you may list it as #XXX with the appropriate abbreviation beforehand (i.e. SPAN 2XXX, POLS 3XXX, MGT 4XXX), choosing the level of course at USU that you feel best represents the level of the course from abroad. Please contact studyabroad@usu.edu if you have questions about course levels abroad or need assistance with the form.
- If there is no equivalent department for a course taken abroad you may list that course as ELEC #XXX, choosing the level of elective that you feel best represents the level of the course.
- Once the transcript arrives, Study Abroad determines the credit and grade equivalents based on international evaluation standards.

GRADE POLICIES:

- All study abroad grades are articulated based on the equivalent grade awarded on the transcript from the host country transcript. All study abroad courses, credits, and grades are articulated to the student transcript as transfer credit. All study abroad credits count toward the student's overall GPA.
- Courses must be completed with at least a “C” grade to count for major or minor credit. Please discuss with your academic advisor for specific requirements for your major or minor. (Some majors/minors may approve a C-).
- If you wish to have your courses approved as Pass/Fail, you must request **prior** approval from your academic advisor. P/F grades must be requested before 60% of the USU semester is over, regardless of semester dates at your host institution. **If P/F is approved, one CANNOT change back to letter grades.**

Please note: Study Abroad is currently transitioning to an electronic credit approval form – in the meantime, please reach out to studyabroad@usu.edu for the interim process on how to approve P/F grading for study abroad courses.

September 2024



STUDY ABROAD CREDIT APPROVAL FORM

STUDENT INFORMATION:

NAME: _____ A NUMBER: _____ HOST UNIVERSITY/PROGRAM NAME: _____

STUDY ABROAD PROGRAM TYPE (Circle one): Exchange Direct Independent STUDY ABROAD TERM & YEAR: _____

COURSE APPROVAL:

STUDENT COMPLETES	ARTICULATION REPRESENTATIVE COMPLETES		
Course Name Abroad	USU Equivalent	Articulation Representative Approval Sign-off	Date

USU ARTICULATION REPRESENTATIVE ACKNOWLEDGMENT:

I have communicated with this student and discussed their plans for study abroad and how study abroad courses will articulate back at USU .

Upon submission of this form to USU Study Abroad, I approve the above plan.

STUDENT ACKNOWLEDGMENT:

I understand that it is my responsibility to make sure the credit hours I earn at the host institution transfer to USU, and that it is my responsibility to ensure that an official transcript or academic record of credit is sent directly to USU Study Abroad (Office of Global Engagement) at the end of my program.

I understand it is in my best interest to discuss my study abroad plans with my academic advisor and acknowledge that I have or will do this before I go on my program.

Upon submission of this form to USU Study Abroad, I approve the above plan.

August 2024